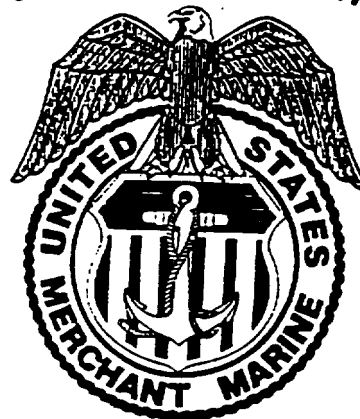
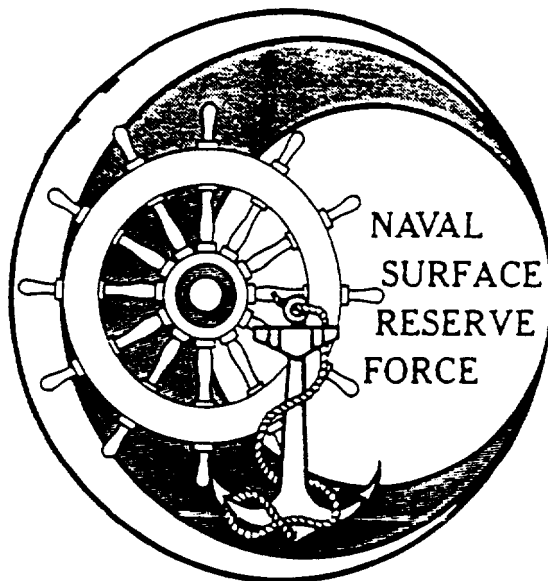


IN PEACE AND WAR



1775



INFORMATION BOOK FOR NAVAL RESERVE
OFFICERS IN THE MERCHANT MARINE
INDIVIDUAL READY RESERVE GROUP

JANUARY 1999



DEPARTMENT OF THE NAVY

COMMANDER NAVAL SURFACE RESERVE FORCE

4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

11 JAN 1999

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N14

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From: Commander, Naval Surface Reserve Force

Subj: INFORMATION BOOK FOR NAVAL RESERVE OFFICERS IN THE
MERCHANT MARINE INDIVIDUAL READY RESERVE GROUP

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1. Purpose. To issue the revised "Information Book for Naval Reserve Officers in the Merchant Marine Individual Ready Reserve Group" (COMNAVSURFRESFOR P1534.1).

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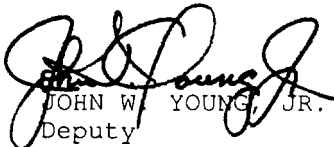
3. Background. The Merchant Marine Reserve, U.S. Naval Reserve (MMR, USNR) Program was established to increase mutual support and interface between the U.S. Navy and the U.S. Merchant Marine. The majority of officers in the program serve in the Individual Ready Reserve and therefore have only limited contact with the Navy or the Naval Reserve. This book is designed to provide them the information required to properly complete their military obligation.

4. Procurement. Additional copies of this book may be ordered using the procedures described in the Master Training Plan.

5. Changes. Specific recommendations for changes or additions to this book, or to the distribution list, should be submitted to COMNAVSURFRESFOR (N14).

6. Forms. Required forms are listed in appendix E.

7. Approval. This publication has been reviewed and approved this date.


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FOREWORD

1. A close and mutually supportive relationship between the Navy and the merchant marine has existed since the American Revolution. The Merchant Marine Reserve, U.S. Naval Reserve (MMR, USNR) Program is intended to reinforce that relationship.
2. The U.S. Navy evolved out of the American merchant marine. Practically every naval officer in the American Revolution was an experienced merchant mariner and the Navy's first fighting ships were primarily merchant vessels with guns installed. Our first six frigates, authorized by Congress on 27 March 1794, were commanded by ex-merchant mariners. During the Navy's early years, naval officers and midshipmen were encouraged to sail on merchant vessels to gain additional seagoing experience and to improve their nautical skills. Until World War II, officers and men trained in the merchant marine formed the most important manpower Reserve for the Navy.
3. In World War I, the Navy's Cruiser and Transport Service and the Naval Overseas Transportation Service were largely crewed by merchant marine officers the Naval Reserve called to active duty. Together these two services transported almost two million men and sixty percent of the supplies sent to the allied forces.
4. With World War II threatening in Europe and Asia; Congress enacted the Merchant Marine Act of 1936. Its primary purpose was to establish a strong merchant marine capable of service as a naval and military auxiliary in time of war or national emergency. Qualified merchant marine officers joined the Naval Reserve as the likelihood of war increased. During the war, these officers served our country valiantly. Proportionally, their losses exceeded those of the U.S. Navy.
5. Today the U.S. Navy has substantially fewer ships than it did at the end of World War II. However, one of its primary missions, protecting the sea lanes vital to the nation in time of war, has not changed. Further, since 1984 the Navy has been assigned the additional mission of Strategic Sealift. To accomplish these missions with fewer ships, the Navy is working more closely with the merchant marine than ever before. Merchant tankers and cargo ships are routinely training with and supporting fleet operations.
6. The modern U.S. Merchant Marine has supported Naval Operations in Korea, Vietnam, Desert Shield/Storm and all US Navy Expeditions. The Merchant Marine Reserve, U.S. Naval Reserve Program builds and strengthens the natural bond between our companion 'sea services - the U.S. Navy and the U.S. Merchant Marine. Officers in the program serve as an essential link whenever merchant and naval vessels interact in combined operations.

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CHAPTER 1

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WELCOME ABOARD

1. INTRODUCTION. Congratulations! As a Merchant Marine Reserve, U.S. Naval Reserve (MMR, USNR) officer you belong to an exclusive group within the Naval Reserve. At a minimum you have, 3 years of creditable seetime by the US Coast Guard, have passed a week long examination and hold a license in the Merchant Marine as an unlimited tonnage Mate and/or unlimited horsepower Engineer. Merchant Marine operations during wartime and national emergencies, most recently, Operations Desert Shield and Desert Storm, have earned you the respect and admiration of the Navy. In addition, your contributory support to the active duty Navy when performing training has increased your visibility and expanded the Navy's understanding of your contribution to the Navy team. You should find your service with the Navy to be an interesting and rewarding experience.

2. WHAT THIS BOOK CONTAINS. This handbook has been written expressly for officers in the Merchant Marine Individual Ready Reserve Group (MMIRRG). As a MMIRRG officer you typically have limited contact with the Navy or the Naval Reserve and you have obligations which are unlike those of any other Naval Reserve officer. This booklet provides you the knowledge necessary to successfully carry out your obligation.

3. COMMANDER, NAVAL SURFACE RESERVE FORCE (COMNAVSURFRESFOR (N14))

a. The MMR Program Office at COMNAVSURFRESFOR is the point of contact for all MMIRRG officers. The Program Office will assist you in Naval Reserve matters including, but not limited to, Annual Training (AT) requests, uniform allowance claims, and voluntary assignment to Naval Reserve units for additional training. The Program Office address is:

Commander, Naval Surface Reserve Force (N14)
Merchant Marine Reserve Program Office
4400 Dauphine Street
New Orleans, LA 70146-5100

b. The MMR Program Office may be contacted by calling toll-free 1-800-535-2580 or 504-678-5333. Our toll-free number has voice mail and you may leave messages 24 hours a day. If you have access to the Defense Switched Network (DSN), call 678-5333. Our fax number is 504-678-1148. All faxed material should be clearly marked, "Attn: Merchant Marine Reserve Program (N14)".

c. The MMR Program may now be found on the world wide web. AT opportunities, current information vital to you, along with forms and answers to commonly asked questions. Our world wide web address is:

<http://www.ncts.navy.mil/navresfor/navsurf/n1/n14/mmr-home.htm>

4. YOUR RECORDS. After commissioning, your service and health records were sent to COMNAVSURFRESFOR (N14) in New Orleans, and are held by Naval Reserve Personnel Center (NAVRESPERSCEN) New Orleans. (1-800-535-2699 extension 5894/5898/5473) Additional information about your records is in chapter 9 of this publication.

5. IMPORTANT TERMS. Naval Reserve terms used throughout this booklet are defined when first encountered. Naval Reserve acronyms are also defined when first encountered and a complete list of acronyms is in the glossary and chapter 2 of this publication.

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6. YOUR RESPONSIBILITIES. MMIRRG officers must meet minimum participation requirements to meet their Naval Reserve obligation and for retention in the MMR, USNR Program. You need to be aware that meeting the program's mandatory participation requirements does not provide you sufficient retirement points to achieve a qualifying year for retirement. To achieve enough retirement points for a qualifying year for retirement you will need to participate in one or more of the program's optional training opportunities.

7. WHAT TO DO AFTER COMMISSIONING

a. Become Familiar With the Contents of This Book. You will find that this book provides answers to virtually all your Naval Reserve questions. However, WHEN IN DOUBT, CALL THE MMR PROGRAM OFFICE at 1-800-535-2580.

b. Keep the Navy Informed

(1) Addresses. Whenever you move notify the MMR Program Office. The address you give for an AT request or an application for a correspondence course is not notification of a change of address. You must send a specific letter, fax, e-mail, or call the Program Office. The address should be one where you are assured that any mail will be delivered or forwarded to you. It is more important to have an address which can reliably handle official mail for you than it is to use an address where you live occasionally and the possibility that mail might be misplaced or not be delivered for long periods of time. If you are going to be away from your mailing address for long periods of time, arrange for someone to open your mail and send an interim reply to official correspondence.

(2) Office Code. The MMR Program Office has been assigned different codes over the past several years and we still receive large amounts of mail using these old codes. This typically delays receipt of mail by at least 1 week. Even if you can't remember our code, you can always ensure proper delivery by writing "Merchant Marine Reserve Program Office" somewhere in the address or on the envelope.

8. PERSONAL FILE. All officers are strongly encouraged to maintain a personal folder of all Navy documents. Keep copies of everything! Administrative errors often occur in a large bureaucracy. Errors can be corrected as long as you have copies of official documents.

9. OBLIGATION VERSUS RETIREMENT. All MMIRRG officers are required to complete 2 weeks of paid AT each anniversary year. This satisfies your Naval Reserve obligation, but IT DOES NOT GIVE YOU A YEAR OF QUALIFYING SERVICE FOR RETIREMENT. To get a year of qualifying service for retirement, you must obtain a minimum of 50 retirement points during an anniversary year. (See chapter 16 of this publication.)

10. KEEP YOUR OPTIONS OPEN. Many officers do not decide upon a Naval Reserve career until their 8th year of commissioned service. Earn 50 retirement points each anniversary so that your years of service are qualifying years for retirement. It will only cost you the time and effort each year to complete one AT (12 days), 15 gratuitous points for being in the Reserves, and enough inactive duty or correspondence courses to achieve the other 23 points. Earning 50 retirement points per anniversary year will also make you more competitive for promotion in the Naval Reserve.

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CHAPTER 2

THE NAVAL RESERVE / BENEFITS

1. HISTORY

a. The United States Naval Reserve was established on 3 March 1915. Its forerunner, the Naval Militia, dates from 1888 when Massachusetts organized a Naval Battalion as part of its militia-. A year later, New York, Pennsylvania, and Rhode Island also organized Naval Militias. In 1891, the Office of Naval Militia was established in the Navy Department and by 1897 sixteen states had Naval Militias in one form or another.

b. Officers and enlisted men from these Militias served with the U.S. Navy during the Spanish American War in 1898. In 1914, the Division of Naval Affairs took over the work of the Office of Naval Militia and this became the federal Naval Reserve by Act of Congress in 1916.

c. Since the establishment of the federal Naval Reserve, Naval Reservists have been a part of every major conflict that the U.S. Navy has been involved in. By the end of World War I, almost 30,000 Naval Reserve officers and 300,000 Naval Reserve enlisted personnel had served on active duty with the Regular Navy at a wide variety of duty stations. During World War II, almost 75 percent of the officers and enlisted personnel on active duty were Reservists, and during the Korean Conflict Reservists accounted for nearly 25 percent of Navy active duty personnel.

d. In 1961, 58 Naval Reserve ships and air squadrons were recalled to active duty for the Berlin Crisis. While there was no large-scale mobilization of Naval Reservists for service in Vietnam, many of the personnel on active duty were Reservists, and in 1968, several mobile construction battalions (Seabees) and air squadrons were recalled to active duty for 1 year. Most recently, over 20,000 Naval Reservists were recalled to active duty for service during the Persian Gulf War.

2. MISSION. The Naval Reserve" is the Reserve component of the U.S. Navy. Its primary mission is to provide qualified, trained units and individuals available for active duty in time of war, national emergency, or when otherwise authorized to meet the requirements of the Navy which exceed the strength and capability of the active force. Its secondary mission is to assist the active force in accomplishing its peacetime mission as a by-product or adjunct of training.

3. NAVAL RESERVE TERMS. The following definitions of Naval Reserve terms ensure uniformity in their interpretation and usage throughout the Navy.

a. Active Duty (AD). Full-time AD. Personnel on AD may be in the Regular Navy (USN) or the Naval Reserve (USNR). AD should not be confused with Active Status. Active Status is a distinction which applies only to Inactive Duty Reservists.

b. Active Duty for Special Work (ADSW). AD for periods of normally 179 days or less. The Navy and Naval Reserve have numerous requirements for people on a one-time, short-term basis. A member serving on ADSW orders is entitled to full pay and allowances as well as privileges available to full-time AD members.

c. Active Duty Training (ADT). ADT is a limited period of AD with an automatic reversion to inactive duty when the specified period of training is completed. It includes periods of AT. Periods of ADT, in addition to the required AT, are simply called ADT. ADT may be performed with or without pay.

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d. Anniversary Year. The date a member first enters a Reserve component establishes their anniversary year. For most MMIRRG officers, the anniversary date is the day of commissioning (e.g., 15 June). An anniversary year is the period from the anniversary date to a date 365 days later (366 days in a leap year). The anniversary year is very important, since retirement points are credited only to the anniversary year in which the points are actually earned. At least 50 retirement points must be credited in an anniversary year to count as a year of qualifying service for retirement purposes. Points which are earned in one anniversary year cannot be credited to any other anniversary year.

e. AT. AT is the minimum period of ADT or participation that Selected Reservists (SELRES) must perform each year to satisfy training requirements. AT may be performed with or without pay. MMIRRG officers are required to perform 2 weeks of paid AT each anniversary year. All Reserve officers are limited to 12 days of paid training in any combination of AT/ADT/ADSW per anniversary/fiscal year.

f. Fiscal Year (FY). The FY is the date from the first day in October to the last day in September. The annual budget for the MMR, USNR program is figured during this time frame. For example, the 1999 FY runs from 1 October 98 to 30 September 99.

g. Inactive Duty. Reservists who are not on AD, ADSW, ADT (which includes AT), or One Year Recall (OYR), are on inactive duty. The Reserve components make distinctions between these different types of duty status due to different entitlements applied to each one. Inactive duty should not be confused with Inactive Status. Inactive Status is a distinction applied to Reservists in the Standby Reserve.

h. Inactive Duty Training (ADT). Authorized and scheduled training performed by a Reservist not on AD, AT, or ADT and consisting of regular training periods, assemblies, or drills. This is the training performed by SELRES units on their drill weekend. SELRES members earn 1 day's pay and 1 retirement point per 4 hour drill period. (e.g., 4 day's pay and 4 retirement points per drill weekend.)

i. Inactive Duty Training Travel (IDTT). An IDTT order is an official order issued by competent authority to a member of the Naval Reserve. When issued directive (cost) IDTT orders, the member does not have the personal option of refusing to execute the orders or performing the IDTT at a location other than the location specified in the order. A permissive (no cost) IDTT order permits a member to have the personal option of accepting or not accepting the order.

j. IDT Participation Authorization (IPA). IPA's allow MMIRRG officers to voluntarily participate in IDT periods in a nonpay status with an appropriate Naval Reserve unit in the officer's geographic location. An IPA provides the opportunity to acquire additional training and retirement points when not sailing. Like IDT, MMIRRG members earn 1 retirement point per 4 hour drill period or 4 points per drill weekend.

k. Key Employee. Any Reservist identified by their public or private employer as occupying a key position.

l. Key Position. A civilian (public or private sector) position that may not be vacated during war or national emergency as designated by the Agency Head and approved by the Secretary concerned. These positions are critical government jobs or critical jobs with defense contractors, Reservist approved by the Secretary concerned as a key employee are permitted to participate voluntarily in the Naval Reserve for retirement point credit only and are not entitled to pay, allowances, or travel allowances under any circumstances.

m. OYR. AD for a 1 year period to meet one-time, short-term requirements. A member serving on OYR orders is entitled to full pay and allowances as well as privileges available to full-time AD members.

n. Qualifying Service. A minimum of 20 years of qualifying service is required to be eligible to receive retirement pay and benefits at age 60. A year of service is considered to be qualifying only upon the crediting of at least 50 retirement points during an anniversary year.

o. Reserve Component (RC). The Naval Reserve is a RC of the Navy. Similarly, the Marine Corps Reserve and the Coast Guard Reserve are the RCs of those services. The RCs of the Army and the Air Force include the National Guard and the Air National Guard.

p. Retirement Points. All training activities with the Naval Reserve earn retirement points. Each day of AT accumulates one retirement point as does each IDT period attended. Completing correspondence courses earns varying amounts of retirement points.

4. NAVAL RESERVE CATEGORIES AND STATUS

a. General. The Naval Reserve is composed of three categories as follows (See figure 2-1 of this chapter):

(1) Ready Reserve (USNR-R)

(a) SELRES

(b) Individual Ready Reserve (IRR)

(2) Standby Reserve

(a) Standby Reserve - Active (USNR-S1)

(b) Standby Reserve - Inactive (USNR-S2)

(3) Retired Reserve (USNR-RET)

b. Reserve Status. Each member of the Naval Reserve is in either an active status, inactive status, or retired status.

(1) Active Status. All Reservists in the Ready Reserve (USNR-R) or the Standby Reserve - Active (USNR-S1) are in an active status. Reservists in an active status are eligible to train with or without pay, to earn retirement points, and may be considered for promotion. Officers in the MMIRRG are in an active status.

(2) Inactive Status. Reserve members assigned to the Standby Reserve - Inactive (USNR-S2) are in an inactive status. Reservists in an inactive status may not receive pay for training, earn retirement points, or be considered for promotion.

(3) Retired Status. Members in the Retired Reserve, with or without pay, are in a Retired Status. They are not eligible for promotion and, unless recalled to active duty, they may not earn additional retirement point credit.

c. Reserve Categories. Every Naval Reservist is assigned to one of three Reserve categories: Ready Reserve, Standby Reserve, or Retired Reserve.

(1) Ready Reserve (USNR-R). The Ready Reserve is comprised of Reservists organized in units and as individuals. Ready Reserve personnel are liable for active duty without their consent in time of war, in time of

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national emergency declared by Congress or proclaimed by the President, or when otherwise authorized by law.

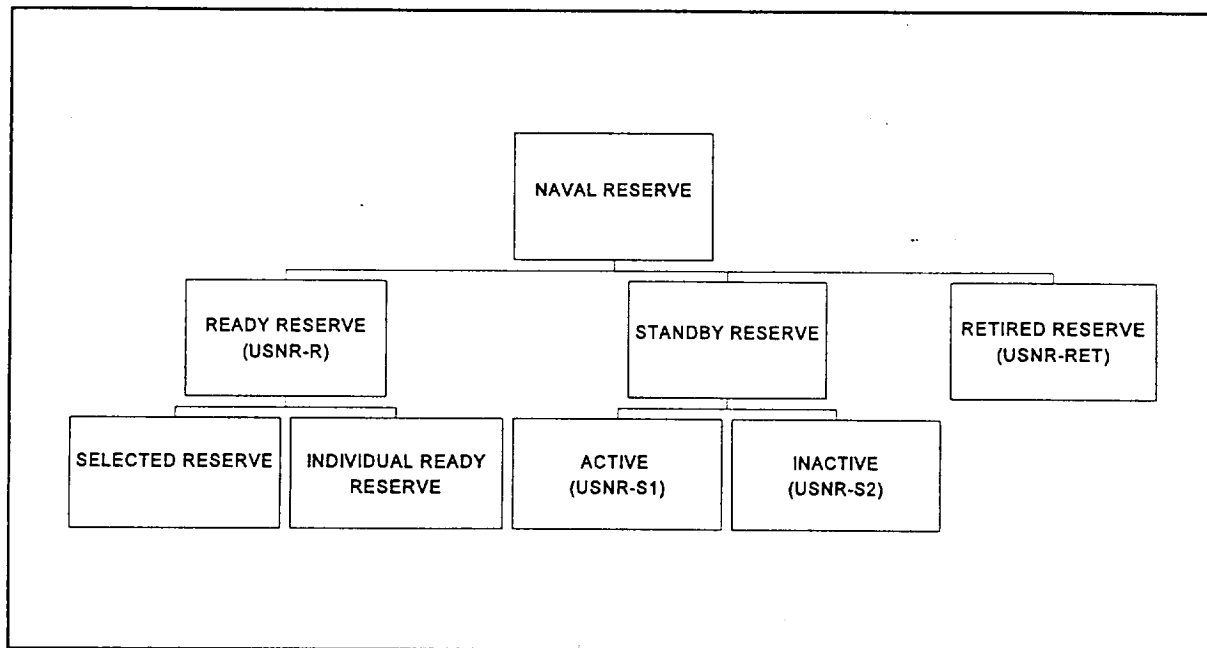


FIGURE 2-1 - RESERVE CATEGORIES

(a) All individuals obligated to serve in the Naval Reserve are assigned to the Ready Reserve upon original appointment or enlistment, and will normally remain in the Ready Reserve for the remainder of their Military Service Obligation (MSO). Upon completing their MSO, officers may voluntarily elect to remain in the Ready Reserve by executing a "Ready Reserve Service Agreement" (NAVPERS 1200/1) which normally remains in effect for an indefinite period subject to limitations on age, promotional attrition, or failure to meet minimum participation requirements.

(b) Members of the Ready Reserve are in an active status and are eligible for promotion, to earn retirement point credit, and to train with or without pay.

(c) MMR officers serving under an initial MSO or a "Ready Reserve Service Agreement" are members of the Ready Reserve.

(d) The Ready Reserve is composed of the SELRES and the IRR.

1. SELRES. The SELRES consists of those units and individuals in the Ready Reserve designated by their respective services as essential to initial wartime missions. SELRES members participate for pay in monthly IDT periods and are commonly called the drilling Reserve.

2. IRR. The IRR consists of Ready Reservists who are not affiliated with the SELRES. MMR officers in the IRR are members of the MMIRRG.

(2) Standby Reserve. The Standby Reserve consists of personnel maintaining their military affiliation without being in the Ready Reserve. It is composed of the Standby Reserve - Active (USNR-S1), which is active status, and the Standby Reserve - Inactive (USNR-S2), which is inactive status.

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(a) Standby Reserve - Active (USNR-S1) (Active Status List). The Standby Reserve - Active consists of those inactive duty members who are liable for active duty without their consent only in time of war or national emergency declared by Congress, or when otherwise authorized by law. Naval Reservists who are members of the Standby Reserve - Active are in an active status and are eligible to participate in a Naval Reserve program without pay for retirement point credit only. They may not receive pay, allowances, or travel allowances for any IDT participation or ADT. Officers below the grade of Captain continue to be eligible for promotion consideration. Reservists eligible for the Standby Reserve - Active are transferred to that category for any of the following reasons:

1. Those transferred from the Ready Reserve because of a temporary mobilization restriction, as identified through the mobilization screening process, and who expect to be returned at a later time to the Ready Reserve.

2. Key employees in Federal and non-Federal employment transferred from the Ready Reserve to ensure the continuity of the Federal government and to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization.

3. Overage officers retained in an active status after completing 18 years or more, but fewer than 20 years of qualifying service.

4. Students preparing for religious ministry by attending recognized theological or divinity schools, or their equivalent, or those preparing to meet religious faith group requirements.

5. Persons whose retention in an active status, for reasons other than those specified above, are considered by the Secretary of the Navy (SECNAV) to be in the best interest of the Navy.

(b) Standby Reserve - Inactive (USNR-S2) (Inactive Status List). The Standby Reserve - Inactive consists of inactive duty members who are liable for AD without their consent only in time of war or national emergency declared by Congress, or when otherwise authorized by law, and SECNAV has made a determination that adequate numbers of qualified members of the Ready Reserve in the required category are not readily available. Only Reservists who have completed their MSO are transferred to the Inactive Status List and they are usually retained only for a period of 3 years. Inactive Status List members are not eligible for promotion, pay, allowances, or retirement point credit. Reasons for transfer to Standby Reserve - Inactive include:

1. Failure to complete a "Ready Reserve Service Agreement" (NAVPERS 1200/1) after completing MSO. (See chapter 15, of this publication, for procedures to execute a "Ready Reserve Service Agreement".)

2. Failure to meet minimum participation "requirements. (See paragraph 5 of this chapter.)

3. Submitting a personal request that is approved by the Naval Personnel Command (COMNAVPERSCOM).

4. When otherwise authorized or directed by law, regulation, or policy.

(3) Retired Reserve. The Retired Reserve consists of those retired members who are liable for AD without their consent only in time of war or national emergency declared by Congress, or when otherwise authorized by law. It consists of:

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(a) Members drawing retired pay.

(b) Members who are qualified for retired pay upon reaching age 60.

(c) Members who will not qualify for retired pay at any time but who meet service or other requirements for voluntary assignment to the Retired Reserve in recognition of their contribution to the Navy. Members of the Ready Reserve and the Standby Reserve - Active who qualify for transfer to the Retired Reserve must formally request transfer to that category. Personnel in the Retired Reserve, who have met the eligibility requirements for retirement with pay, may request transfer at age 60 to the Naval Reserve Retired list to begin receiving retired pay. The Naval Reserve Retired List is a category within the Retired Reserve. Members of the Retired Reserve may not be considered for promotion and may not receive retirement point credit for the performance of any duty (except while authorized to serve on AD) after the effective date of their transfer to the Retired Reserve. Voluntary participation in the Naval Reserve is authorized on a permissive basis.

5. MINIMUM PARTICIPATION REQUIREMENTS TO REMAIN IN AN ACTIVE STATUS IN THE NAVAL RESERVE. The Ready Reserve and the Standby Reserve are continually screened by COMNAVPERSCOM to ensure that assigned members are participating at a level consistent with their active status. COMNAVPERSCOM may transfer members who have completed their initial MSO and who are not earning sufficient retirement point credit to the Standby Reserve - Inactive. Officers so transferred may request reinstatement to the Ready Reserve by completing a "Ready Reserve Service Agreement" (NAVPERS 1200/1). Minimum participation requirements are:

a. Officers with fewer than 20 years qualifying service must earn 27 points, including up to 15 gratuitous points, each anniversary year.

b. Members with 20 years or more of qualifying service must earn 50 points, including up to 15 gratuitous points, each anniversary year.

6. PROMOTIONAL ATTRITION FROM AN ACTIVE STATUS. Officers in an active status who have completed the total commissioned service specified by law or appropriate regulations for their grade and designator and who are considered to have twice failed selection on inactive duty to the next higher grade must either retire, if eligible, or be discharged.

a. Lieutenants and Lieutenants (Junior Grade) will be retired upon request, if eligible, or be discharged upon completing their MSO and 6 years actual commissioned service if they are considered to have twice failed selection to the next higher grade while on inactive duty.

b. Lieutenant Commanders and Commanders will be subject to attrition when they have twice failed selection to the next higher grade while on inactive duty at the time they complete 20 or 26 years; respectively, of total commissioned service.

c. There are no MMR Flag Officers. Captains will be retired after 30 years of total commissioned service.

7. ORGANIZATION. Commands in the military are organized into an echelon structure. The Naval Reserve chain of command is dependent upon whether an individual is in a drill or nondrill status.

a. Drilling Reserve Chain of Command. The chain of command for a Naval Reservist affiliated with a drilling Reserve unit in the Naval Surface Reserve Force is as follows: (See figure 2-2 of this chapter.)

- (1) Echelon I - Chief of Naval Operations (CNO). The CNO is responsible for the administration of all active and Reserve personnel and equipment.
- (2) Echelon II - Commander, Naval Reserve Force (COMNAVRESFOR). COMNAVRESFOR is responsible for Reserve readiness and mobilization training and serves as the manager of all Naval Reserve resources, manpower, money, and material.
- (3) Echelon III - Commander, Naval Surface Reserve Force. COMNAVSURFRESFOR). COMNAVSURFRESFOR is responsible for management, training, and readiness of the surface, construction, and support programs within the Naval Reserve. COMNAVSURFRESFOR is commanded by an active or inactive duty Naval Reserve flag officer.
- (4) Echelon IV - Naval Reserve Readiness Command (NAVRESREDCOM). The United States is divided into 10 geographical NAVRESREDCOMS, Their mission is to command assigned Naval Reserve Centers and direct their prescribed programs to assure unit mobilization readiness. They are commanded by an active duty Navy Captain or a Naval Reserve flag officer.
- (5) Echelon V - Naval Reserve Center (NAVRESCEN). NAVRESCENS conduct training and support the execution of training by assigned Reserve personnel and units.

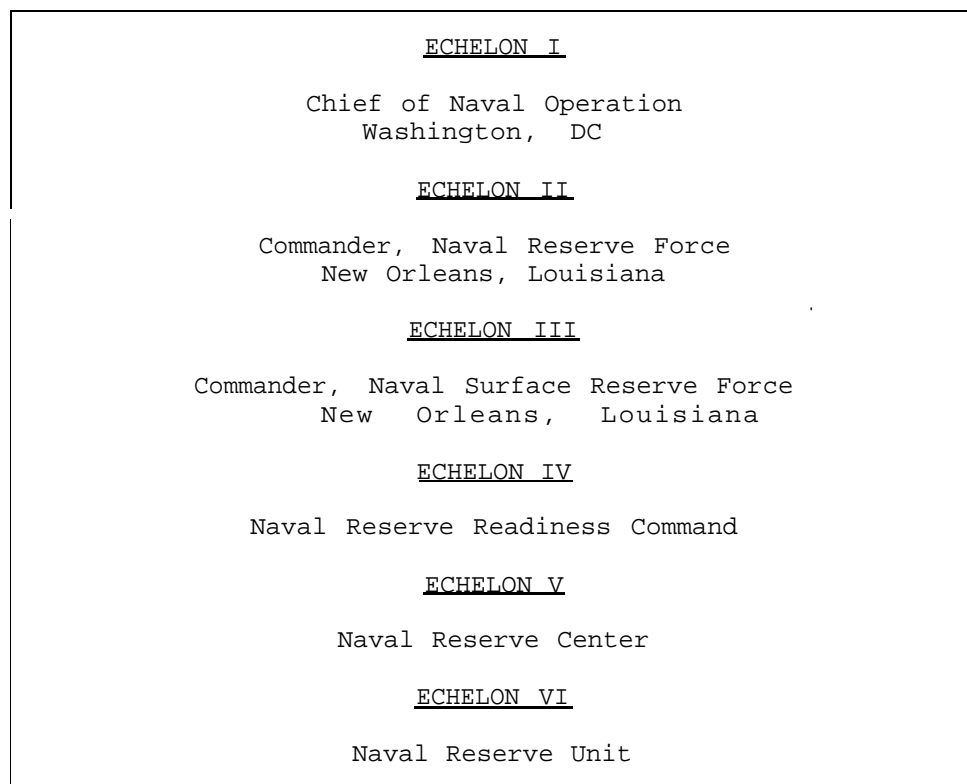


FIGURE 2-2 - DRILLING RESERVE CHAIN OF COMMAND

b. Nondrilling Reserve Chain of Command. Naval Reservists not affiliated with a drilling unit are administered through a chain of command consisting of only three different echelons as shown in figure 2-3 of this chapter.

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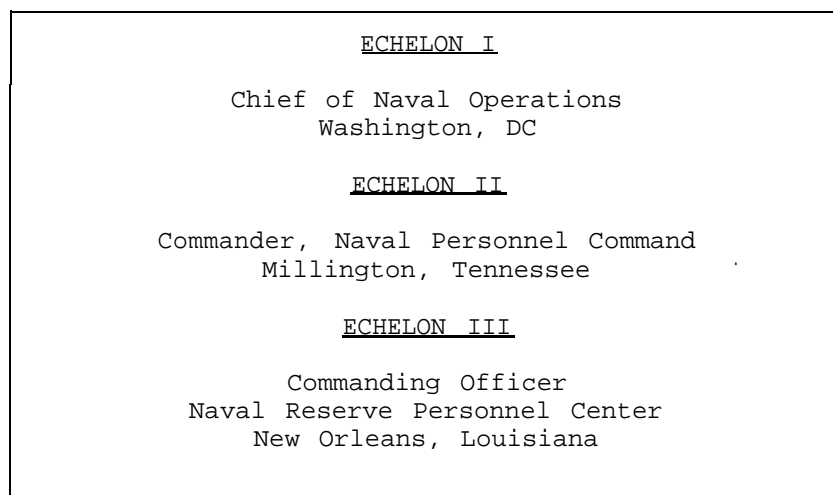


FIGURE 2-3 - NONDRILLING RESERVE CHAIN OF COMMAND

c. MMR Chain of Command. The MMR Program is administered by COMNAVSURFRESFOR for both SELRES and IRR personnel. The training of MMIRRG officers is administered directly by the MMR Program Office on the staff of COMNAVSURFRESFOR. Administrative matters regarding MMIRRG officers are handled by NAVRESPERSSEN. NAVRESPERSSEN is also the official chain of command for MMIRRG officers. However, the MMR Program Office serves as a single point of contact for MMIRRG officers regarding all Naval Reserve matters. This unique arrangement is illustrated in figure 2-4 of this chapter.

8. MMIRRG CONTACT WITH NAVRESCENS. MMIRRG officers typically deal with NAVRESCENS only to obtain physical examinations, general information, or some administrative assistance. NAVRESCENS also issue identification cards after the appropriate form has been obtained from NAVRESPERSSEN. Officers desiring to voluntarily participate in training using IPA will also contact NAVRESCENS to obtain permission to train with a particular unit. IPA procedures are covered in chapter 7 of this publication.

9. MMIRRG OFFICER AFFILIATION WITH THE SELRES. MMIRRG officers who can meet the participation requirements of the SELRES and who desire to affiliate with a drilling unit must follow the procedures listed below.

a. Eligibility. MMIRRG officers are eligible for affiliation with the SELRES if they meet the following conditions:

- (1) Satisfactory participation in the MMR, USNR Program.
- (2) Possess a current U.S. Coast Guard merchant marine license.

b. Affiliation Procedures. MMIRRG officers meeting the eligibility criteria for affiliation should contact a Naval Reserve Officer Recruiter to identify an available billet. The SELRES Officer Recruiting and Manning Objectives System serves as accession authority. Once an affiliation package has been submitted, the MMIRRG officer seeking affiliation should request an IPA with the future gaining unit directly from COMNAVSURFRESFOR (14). This will permit the officer to acquire retirement point credit by voluntarily participating in nonpay IDT periods during the time required to process the affiliation.

10. NAVAL RESERVE RETIREMENT. Members of the Reserve may qualify for retirement pay by completing 20 years of "qualifying service." Complete information on retirement in chapter 16 of this publication.

11. TYPES OF NAVAL RESERVE UNITS. The Naval Reserve is organized into numerous types of units. The units described below offer the best training opportunities for MMIRRG officers desiring additional training under IDT IPAs.

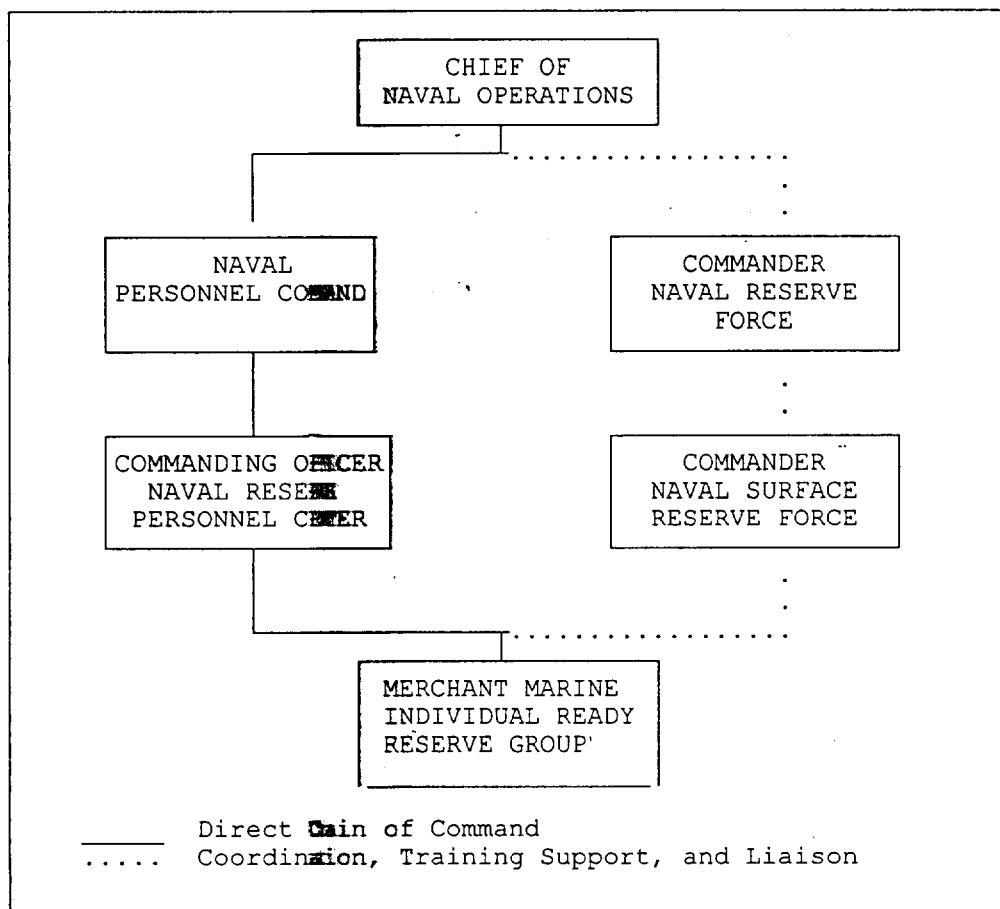


FIGURE 2-4 - MMIRRG CHAIN OF COMMAND

a. Assault Craft Units (ACU). Provide, operate, and maintain assault craft as required by the Amphibious Task Force Commander. Provide assault-onfigured lighterage to support a reinforced division for ship-to-shore movement during and after the assault.

b. Beach Group/Units. Provide the Navy Beach Party of the Landing Force Shore Party. The units provide beach master traffic control and communications capability to ensure proper command and control to facilitate the flow of troops, equipment, and supplies across the beach during an amphibious assault.

c. Cargo Handling Battalion (CHB) Units. Quick response service support units specializing in open-ocean cargo handling. They are organized, trained, and equipped to load and discharge Navy and Marine Corps cargo in all environments, either in stream or pier side.

d. Major Fleet/Force Staff Units. Support mobilization requirements of Fleet/Force operational staffs. Designed to provide mission capable personnel in time of war or national emergency.

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e. Military Sealift Command (MSC) Units. Establish MSC area commands, central facilities, and new offices to augment existing offices and area commands, as well as Commander, MSC Headquarters. Act as a key element in the worldwide network to carry out the U.S. Navy Strategic Sealift Mission.

f. Maritime Defense Zone (MDZ) Units. Organized to augment and support MDZ and Sectors. Provide protection of U.S. ports, harbors, and Sea Lines of Communication (SLOC) closest to our shores to allow the safe passage of United States and allied military and commercial shipping during major conflicts.

g. Merchant Marine Reserve Operational Command Headquarters (MMROCH). Units Provide trained personnel to augment shore side activities that support strategic sealift readiness. Activities supported include the CNO and the Maritime Administration.

h. Mobile Inshore Undersea Warfare (MIUW) Units. Provide commissioned mobile surface/subsurface surveillance units which are air, sea, and land deploying, and have a limited command, control, and communication (C3) capability with fleet units.

i. Naval Control of Shipping (NCSO) Units. Provide instruction to merchant ships sailing under naval control. Report merchant ship movements.

j. Naval Embarked Advisory Team (NEAT) Units. Provide teams to merchant ships operating with naval forces. Each team provides portable communication equipment and trained personnel who serve as the merchant vessel's naval liaison officer.

k. Naval Reserve Force (NRF) Ships. A variety of ships which train Naval Reservists. An excellent way to seek Surface Warfare qualification.

l. Naval Shipyard Units. Units which augment naval shipyards in the event of mobilization. Supervise naval ships in overhaul, repair, conversion, and maintenance.

m. Naval Computer Telecommunications Command Units. Upon mobilization, provide trained Naval Reserve officer and enlisted personnel to effectively augment Naval Computer and Telecommunications System (NCTS) activities and elements of the Defense Communications System (DCS) worldwide.

n. Ship Augmentation Units. Provide afloat units with additional qualified personnel to meet the needs of high tempo fleet operations on an around-the-clock basis for an extended period of time.

o. Ship Group/Squadron Staff Units. Units trained to augment the staff of ship group and squadron staffs during times of war and national emergency.

p. Shore Intermediate Maintenance Activity (SIMA) Units. Units which provide highly trained Reservists to augment SIMAs and Naval Reserve Maintenance Training Facilities (NRMTFs) upon mobilization. These activities bridge the gap between ship force and shipyard repairs.

q. Special Boat Squadron/Units. Units which are trained to operate and maintain riverine patrol craft to conduct defensive and offensive riverine operations.

r. Supervisor of Shipbuilding, Conversion and Repair, USN (SUPSHIP) Units. SUPSHIP offices are responsible for administration of civilian contract work on Navy ships. Training emphasizes knowledge of contracts and all phases of ship repair including new construction planning management.

12. MEMBERSHIP BENEFITS. Besides the excellent training and travel opportunities available to MMR officers, there are several additional benefits with membership.

a. Unlimited Use of Military Exchanges.

NOTE: Requires "Armed Forces Identification Card" (DD 2 (RES)) and/or "Reserve Dependent ID Card" (DD 1173-1 or NAVPERS 5512/7).

b. Unlimited Use of Category "C" Military Morale, Welfare, and Recreation (MWR) Activities.

NOTE: Requires "Armed Forces Identification Card" (DD 2 (RES)) and/or "Reserve Dependent ID Card" (DD 1173-1 or NAVPERS 5512/7). Category "C" activities include bowling alleys, clubs, snack bars, golf courses, riding stables, base theaters, and marinas. Other MWR facilities (e.g., gymnasiums, swimming pools, etc.) may be available on a not to interfere basis.

c. Space Available ("Space 'A'") Travel

NOTE: Requires "Armed Forces Identification Card" (DD 2N (RES)) and "Authentication of Reserve Status for Travel Eligibility" (DD 1853)

(1) Travel is limited to within the Continental United States (CONUS), or between CONUS and Alaska, Hawaii, Puerto Rico, the Virgin Islands, or Guam. Between overseas areas, Reservists are limited to travel between Alaska, Hawaii, Puerto Rico, or the Virgin Islands.

(2) Reservists must be in appropriate civilian attire. Appropriate clothing excludes tank-tops, T-shirts as outer garments, shorts, sandals, and revealing, soiled, or torn clothing.

(3) Family members are ineligible for all Space "A" travel within CONUS. Family members are eligible for Space "A" travel with the sponsor between CONUS and overseas areas or between overseas areas when the sponsor receives retirement pay (i.e., age 60).

(4) You obtain the DD 1853 by calling the MMR Program Office. The DD 1853 is issued to Reservists in good standing and each form is issued for a 6 month period. A sample copy of this form is provided as attachment A to this chapter.

d. Use of Bachelor Officer Quarters and Navy Lodges on a Space Available Basis.

NOTE: Requires "Armed Forces Identification Card" (DD 2 (RES)).

e. Twelve Commissary Visits Per Year.

NOTE: Requires "Armed Forces Identification Card" (DD 2 (RES)) and/or "Reserve Dependent ID Card" (DD 1173-1 or NAVPERS 5512/7) plus the "Commissary Privilege Card" (DD 2529). "Commissary Privilege Cards" (DD 2529) are issued by NAVRESPERSCEM in January/February of each year to those Reservists who earned 50 retirement points during the calendar year. The card authorizes twelve commissary visits for the calendar year following the year in which AT was performed or the points were earned.

13. BENEFITS WHILE ON AT/ADT

a. Full Pay and Allowance. You will receive full pay and other allowances while on AT/ADT. Your pay is determined by your rank and years of

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service. Depending on the berthing facilities available at your AT site, you may also be eligible for per diem (i.e., daily living allowance).

b. Medical Care. Medical care for injuries or illnesses sustained while on AT or traveling to or from such duty are covered.

c. Commissary and Exchange Privileges. Naval Reservists, and their authorized family members, are authorized unlimited use of military commissaries and exchanges while on AT/ADT.

NOTE: For commissary privileges during AT/ADT, Reservists must present their "Armed Forces Identification Card" (DD 2 (RES)) and a copy of their orders. Family members must present their "Reserve Dependent ID Card" (DD 1173-1 or NAVPERS 5512/7) and a copy of the AT/ADT orders.

d. Travel. You will be provided government procured transportation.

e. Life Insurance. During AT/ADT, you will be covered by a Serviceman's Group Life Insurance (SGLI) term policy. This coverage ends upon your return from AT/ADT and has no cash surrender value. The cost of this insurance is automatically deducted from your pay. If you don't want this coverage, notify the administrative office when you report aboard.

f. Use of Military Facilities. You may use all base facilities wherever you are assigned. These facilities normally include:

Officer Clubs	Recreational Facilities
Uniform Shops	Hobby Shops
Commissaries	Day Care/Nursery
Exchanges	Legal Assistance
Service Stations	Educational Assistance
Auto Parts Shops	Golf Courses
Package Stores	Bowling Alleys
Special Services	Racquetball/Tennis Courts
Athletic Gear Issue	Cafeterias

14. INSURANCE ELIGIBILITY. A commission as a Naval Reserve officer automatically makes you eligible for insurance coverage with organizations which offer substantial savings. Insurance organizations which you are eligible for include:

ARMED FORCES BENEFIT ASSOCIATION (AFBA)
AFBA Building
909 North Washington Street
Alexandria, VA 22314

800-776-2322

UNITED STATES AUTOMOBILE ASSOCIATION (USAA)
USAA Building
San Antonio, TX 78288-0001

800-531-8080

VETERANS GROUP LIFE INSURANCE (VGLI)
Office of Servicemen's Group Life Insurance
213 Washington Street
Newark, NJ 07102-2999

800-419-1473

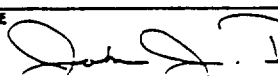
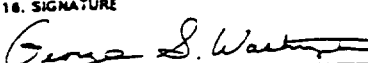
NOTE: MMIRRG officers are eligible for VGLI only if they obtain insurance within the first 16 months of assignment to the IRR.

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COMNAVSURFRESFOR P1534.1

ATTACHMENT A

VERIFICATION OF RESERVE STATUS FOR TRAVEL ELIGIBILITY

VERIFICATION OF RESERVE STATUS FOR TRAVEL ELIGIBILITY (Part B may be completed by the requester's commander, First Sergeant, or a DoD personnel official with access to the Personnel Data System.)				1. DATE PREPARED (YYMMDD) 98MAR01	
PRIVACY ACT STATEMENT AUTHORITY: 10 USC 8102, 44 USC 3101 and EO 8387. PRINCIPAL PURPOSE: Use of your SSN is necessary to positively identify you. ROUTINE USE: Used by Reserve personnel to verify eligibility for space available transportation on DoD-owned or controlled aircraft. DISCLOSURE: Voluntary; however, failure to disclose will prevent the applicant from boarding on a DoD-owned or controlled aircraft.					
PART A - TO BE COMPLETED BY APPLICANT					
2. NAME (Last, First, Middle Initial) DOE, John J.		3. PAY GRADE O-3		4. BRANCH OF SERVICE USNR	
				5. SSN 123-45-6789	
6. UNIT/COMMAND NAME COMNAVSURFRESFOR-N14 Merchant Marine Program Office			7. UNIT/COMMAND ADDRESS 4400 Dauphine Street New Orleans, LA 70146-5100		
8. SIGNATURE 				9. DATE SIGNED (YYMMDD) 98MAR10	
PART B - TO BE COMPLETED BY VERIFYING OFFICIAL					
The Reservist named above is an active reserve component member and is eligible for space available transportation on DoD-owned or controlled aircraft in accordance with DoD Regulation 4515.13-R, and is authorized to so travel until to exceed six months.					
10. FROM (YYMMDD) 98MAR01			11. TO (YYMMDD) 98AUG01		
12. NAME OF VERIFYING OFFICIAL (Last, First, Middle Initial) WASHINGTON, George S.			13. PAY GRADE O-4		14. TITLE MMR Program Manager
15. ORGANIZATION COMNAVSURFRESFOR-N14		16. SIGNATURE 		17. DATE SIGNED (YYMMDD) 98MAR01	

DD FORM 1853, AUG 94

PREVIOUS EDITION MAY BE USED.

FOR OFFICIAL USE ONLY- PRIVACY ACT PROTECTED
If received in error, please contact the sender,

CHAPTER 3

MMR, USNR

Ref: (a) OPNAVINST 1534.1B

1. BACKGROUND

a. The U.S. Merchant Marine is an essential component of national defense. It augments the basic sealift capacity necessary to meet defense requirements. Experience gained during previous conflicts has emphasized the importance of Navy coordination with all segments of the maritime industry. To facilitate these integrated operations, the Department of the Navy established the MMR, USNR Program.

b. Congress, by the Naval Reserve Act of 1925, established a Merchant Marine Naval Reserve as a component part of the U.S. Navy. The name was changed to MMR in the 1938 Naval Reserve Act. Since that time, the MMR has been organized and directed in various ways. The present MMR, USNR Program is the result of extensive discussions and planning between the Assistant Secretary of Commerce for Maritime Affairs, since 1981 known as the Maritime Administrator after transfer to the Department of Transportation, and the Chief of Naval Operations. The program is designed in support of the Declaration of Policy in Title I of the Merchant Marine Act of 1936 (amended):

"That the United States shall have a merchant marine ...
capable of serving as a naval and military auxiliary in
time of war or national emergency."

c. The current program was established on 1 March 1979 and is designed to increase mutual support and interface between the U.S. Navy and the U.S. Merchant Marine. It provides a source of qualified merchant marine officers whose naval training and professional development will improve Navy - Merchant Marine coordination in time of peace, national emergency, or war.

2. MISSION. The mission of the MMR, USNR Program, per reference (a), is to maintain in the USNR an organization of merchant marine officers composed of:

a. A corps of actively sailing members who are trained to operate merchant ships as naval auxiliaries; and,

b. a shore side cadre assigned to naval activities that support strategic sealift readiness.

3. ORGANIZATION. The MMR, USNR Program takes into account the unique nature of the merchant marine profession. Accordingly, the structure and operation of the program are significantly different from other Reserve programs. The program permits participation of officers as either IRR or SELRES. As presently manned and structured, over 95 percent of MMR, USNR officers are affiliated through the IRR component of the program. The Program Sponsor is the Director, Strategic Sealift Division of the Deputy Chief of Naval Operations for Logistics (N42). The Program Technical Manager is Commander, Military Sealift Command (N00R) (COMSC); and the Program Manager is Commander, Naval Surface Reserve Force (N14). The program organization consists of four components within three separate categories:

a. Midshipman Category. The Midshipman Category consists of the MMR, USNR Midshipman Program. This component is an education and training program conducted by the Departments of Naval Science at the federal, state, and regional maritime academies, and at other selected maritime schools. It is designed to qualify participants for commissioned service, Program

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administration, eligibility, and participation requirements are directed by the Naval Education and Training Professional Development and Technology Center (NETPDTC).

b. IRR Category. The IRR Category consists of the MMIRRG. This component is the training unit for MMR, USNR officers who are not affiliated with an organized Reserve unit. The MMIRRG meets the mission requirement of providing personnel who are trained to operate merchant ships as naval and military auxiliaries. The central point of management for training of MMIRRG officers is the MMR Program Office on the staff of COMNAVSURFRESFOR. Service and health records are maintained by NAVRESPERSSEN.

c. SELRES Category. The SELRES Category consists of two components; MMROCH units and MMR Sealift support billets.

(1) MMROCH Units. MMROCH units are SELRES units which consist of Naval Reserve officers and enlisted personnel who are trained to represent the Department of the Navy (DON) at the Maritime Administration (MARAD) and other government agencies concerned with the use and control of civilian shipping for military operations. MMROCH units fulfill the mission of providing trained personnel to Navy activities that support strategic sealift readiness. These units are established at the following sites:

- (a) MMROCH Unit 0102, Bronx, NY
- (b) MMROCH Unit 0206, Washington, DC
- (c) MMROCH Unit 0310, New Orleans, LA
- (d) MMROCH Unit 0420, San Bruno, CA

(2) MMR Sealift Support Billets. MMR Sealift support billets are SELRES billets, in other Naval Reserve programs, which have been specifically coded for MMR, USNR officers. These billets are located in Military Sealift Command and Naval Reserve logistics units. These billets also provide trained personnel to Navy activities that support strategic sealift readiness.

4. MMR, USNR SOURCES. Naval Reserve officers in the MMR, USNR Program are licensed merchant marine officers who enter the program through one of the following means:

a. Graduation from the U.S. Merchant Marine Academy, 'one of the state maritime academies at California, Great Lakes, Maine, Massachusetts, New York, or Texas; or a maritime school with an established Naval Science Department and completing the MMR, USNR Midshipman Program.

b. Direct Commission Officers (DCO), under standards established by the Naval Reserve Recruiting Command, who possess a current U.S. Coast Guard (USCG) unlimited deck, engineering, or radio officer license, and employed in the maritime industry.

NOTE : The program needs more participating members. If you sail with a squared away hawspiper (college degree is not required) or an academy graduate who opted not to take their commission, tell them to get in contact with a Naval Reserve Officer Recruiter to get information concerning eligibility requirements (1-800-USA-USNR). If over 35 years old, an age waiver is granted up to age 40 regardless of previous military service.

c. Via a change of designator by Naval Reserve officers, originally commissioned through other programs; or inter-service transfer of officers; who possess a current USCG unlimited deck, engineering, or a radio officer license, and employed in the maritime industry.

5. DESIGNATORS

a. Officers commissioned in the MMR, USNR are assigned one of four Special Duty, Restricted Line Designators:

- 1625 - Merchant Marine, Deck
- 1665 - Merchant Marine, Deck and Engineering
- 1675 - Merchant Marine, Engineering
- 1695 - Merchant Marine, Communications

b. USCG license level within each designator is indicated by an Additional Qualification Designation (AQD) Code. NAVRESPERSCEN assigns appropriate AQDs based on inputs provided.

6. SERVICE AGREEMENT OBLIGATIONS: MMR, USNR officers affiliate with the Naval Reserve under various Training and Service Agreements (TSA). The obligations under these agreements are as follows:

a. MMR, USNR TSA (Midshipman Program). MMR, USNR officers who graduated from a maritime academy and participated in the MMR, USNR Midshipman Program assume an 8 year military service obligation at commissioning. In fulfillment of their commissioned service obligation, officers serving under a MMR, USNR TSA (Midshipman Program) must participate in the Naval Reserve by completing one, or a combination, of the options listed below.

(1) Serve on full-time active duty for a period of 3 years with the remainder of obligated service in the IRR with no additional participation required; or,

(2) complete the participation requirements for either the MMIRRG or the SELRES, or a combination of the two, for the first 6 years of their obligation. The final 2 years of obligated service may be completed in the IRR with no additional participation required. Participation in the SELRES may be as a MMR, USNR officer, or if eligible, as a Naval Reserve officer holding another designator.

b. MMR, USNR TSA (NAVCRUIT 1131/4). MMR, USNR officers who were commissioned under the direct commission program assume an 8 year military service obligation at commissioning. In fulfillment of their commissioned service obligation, these officers must participate in the Naval Reserve by completing one of the options listed below.

(1) Participate in the SELRES for 2 years. The final 6 years of obligated service may be completed in the IRR with no additional participation required; or,

(2) complete the participation requirements for the MMIRRG for the first 6 years of their obligation. The final 2 years of obligated service may be completed in the IRR with no additional participation required.

c. Ready Reserve Service Agreement (NAVPERS 1200/1). Officers who complete their 8 year military service obligation must execute a "Ready Reserve Service Agreement" (NAVPERS 1200/1) to continue active participation in the Naval Reserve and the MMR, USNR Program. In fulfillment of their obligation, these officers must participate in the Naval Reserve by completing the participation requirements for either the MMIRRG or the SELRES.

7. MARITIME ADMINISTRATION REQUIREMENTS. In addition to Naval Reserve requirements, the MMR, USNR TSA (Midshipman Program) contains requirements which are derived from the MARAD Service Obligation Contract (SOC). The MARAD requirements in the TSA, listed below, are monitored by MARAD and officers must report compliance with these requirements directly to MARAD.

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a. Maintain a license as an officer in the merchant marine of the United States for at least 6 years following graduation from school.

b. Serve as a commissioned officer in a Reserve component of the Armed Forces of the United States for at least 8 years.

c. Serve the foreign and domestic commerce and the national defense of the United States for at least 3 years (state maritime academy graduates) /5 years (federal maritime academy graduates) following graduation from the school:

(1) As a merchant marine officer serving on vessels documented under the laws of the United States or on vessels owned and operated by the United States or by any state or territory of the United States; or,

(2) as an employee in a United States maritime-related industry, profession, or marine science (as determined by the Maritime Administrator), if the Maritime Administrator determines that service under paragraph 7c(1) above is not available; or,

(3) as a commissioned officer on active duty in an armed force of the United States; or

(4) by combining the services specified in paragraphs 7c(1), (2), and (3) above.

d. Submit an employment report form to MARAD on or before 1 July of each year following the year of graduation for 3 years (state maritime academy graduates)/5 years (federal maritime academy graduates).

8. ELIGIBILITY. MMR, USNR officers may participate in the MMR, USNR Program as members of the IRR or the SELRES. Eligibility for participation is as follows:

a. MMIRRG. Officers who desire to participate in the MMIRRG must maintain a valid USCG merchant marine license and meet, as a minimum, one of the following additional requirements:

(1) Be serving the first 6 years of commissioned service incurred under a MMR, USNR TSA; or,

(2) serve a minimum of 4 months sea time every 2 consecutive years;
or,

(3) be employed as an instructor at a maritime academy or in a USCG approved school of navigation or marine engineering; or,

(4) be employed with a United States government agency concerned with civilian or military shipping; or,

(5) have upgraded their merchant marine license at least to the next higher level; or,

(6) have been actively employed in a maritime related occupation which is deemed useful to the U.S. Navy, e.g., terminal manager, petroleum surveyor, ship repair supervisor, etc., and has a valid U.S. Coast Guard license. Obtain a waiver of the eligibility requirements from COMNAVSURFRESFOR (N14).

b. MMROCH and MMR Sealift Support Billets. To participate as a SELRES in MMROCH units or in MMR Sealift Support Billets, MMR, USNR officers must have satisfactory participated in the MMR, USNR Program.

9. PARTICIPATION. MMR, USNR officers must meet minimum participation requirements to meet their Naval Reserve obligation and for retention in the MMR, USNR Program. These participation requirements are based on the component of the program under which one is affiliated.

a. MMIRRG. Officers in the MMIRRG are assigned to training pay Category "H" and are subject to the participation requirements of that category except that 2 weeks of AT, with pay, is required each anniversary year unless waived by COMNAVSURFRESFOR (N14). Since the program's mandatory participation requirements do not provide sufficient retirement points for an officer to achieve a satisfactory year for retirement purposes, MMIRRG officers are provided additional training opportunities to acquire the necessary points.

(1) Mandatory Requirements

(a) AT. Complete 2 weeks of AT with pay each anniversary year unless waived by COMNAVSURFRESFOR (N14).

(b) MMR, USNR Annual Report. All MMIRRG officers must report their participation in the MMR, USNR Program annually to COMNAVSURFRESFOR (N14). The "Merchant Marine Reserve, USNR Annual Report" (NAVSURFRES 1534/1) must be returned within 60 days after the completion of each calendar year.

(c) Administrative Requirements. MMIRRG officers are required to answer all official Navy correspondence. If contacted they must also participate in NAVRESPERSCEN's annual IRR Mail Screening. MMIRRG officers must also keep the Navy informed of current residence/ mailing address, phone number, marital and dependency status.

(d) Physical Examination Requirements. MMIRRG officers are required to obtain a physical examination every 5 years. MMIRRG officers must notify COMNAVSURFRESFOR (N14) whenever there is a change in their physical condition which may interfere with the performance of their Reserve obligations.

(2) Voluntary Participation

(a) Correspondence Courses. MMIRRG officers are strongly encouraged to participate in Navy correspondence courses.

(b) IDT Participation Authorization. MMIRRG officers desiring to acquire additional training and to obtain retirement points for a satisfactory year, and whose sailing schedules permit, may participate in IDT periods voluntarily in a nonpay status with an appropriate Naval Reserve unit in the officer's geographic location. The IPA, issued by COMNAVSURFRESFOR (N14), authorizes the officer to participate in scheduled IDT periods with a specific Naval Reserve unit for a period not to exceed 180 days.

(c) Professional Training. MMIRRG officer attendance at designated merchant marine professional training courses in a civilian status may be authorized for up to 35 retirement points, per year, for STCW related training and 5 points for non-STCW related training, credit by COMNAVSURFRESFOR (N14).

(d) ADT. MMIRRG officers are eligible to perform pay/nonpay ADT under orders issued by COMNAVPERSCOM for selection boards and the Naval War College for Reserve courses. All Reserve officers are limited to 12 days of paid training per fiscal/anniversary year in any combination of AT/ADT/ADSW.

b. MMROCH and MMR Sealift Support Billets. MMR, USNR officers in the SELRES must participate in one IDT weekend per month and complete 2 weeks of paid AT unless waived for a valid reason.

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10. NONPARTICIPATION

a. MMR, USNR Midshipmen. MMR, USNR Midshipman who, while attending a maritime academy, breach those sections of the MMR, USNR TSA (Midshipman Program) which correspond to the MARAD SOC will be reported to MARAD. MARAD will nominate the individual for involuntary active duty in an enlisted status.

b. MMR, USNR Officers

(1) MMR, USNR TSA (Midshipman Program). MMR, USNR officers, who attended the federal maritime academy or who attended a state maritime academy while receiving Student Incentive Payments (SIP), who do not satisfactorily fulfill their commissioned service obligation will be reported to MARAD. Since failure to serve as a commissioned officer represents noncompliance with a requirement of the MARAD SOC, MARAD may nominate the officer for involuntary active duty. If this is not practical, MARAD may take legal action to have the noncompliant officer repay the Federal Government for their education. The Navy may administratively separate the officer from the naval service by an adverse separation action.

(2) MMR, USNR TSA (NAVCUIT 1131/4). MMR, USNR officers, commissioned under the direct commission program, who do not satisfactorily fulfill their commissioned service obligation, or whose merchant marine license expires, will be retained in the IRR until their MSO is completed. After completing their MSO, these officers will be nominated by COMNAVSURFRESFOR (N14) to COMNAVPERSCOM Mobilization Disposition Board. That board can recommend retention, transfer to the Standby Reserve, retirement (if eligible), or discharge.

(3) Ready Reserve Service Agreement (NAVPERS 1200/1). MMR, USNR officers participating voluntarily under a "Ready Reserve Service Agreement" (NAVPERS 1200/1), after completing their MSO, who do not perform satisfactorily, or whose merchant marine license expires, will be nominated by COMNAVSURFRESFOR (N14) to the COMNAVPERSCOM Mobilization Disposition Board. That board can recommend retention, transfer to the Standby Reserve, retirement (if eligible), or discharge.

11. MOBILIZATION. The policy for mobilization of MMR, USNR officers is:a. MMIRRG

(1) Afloat. MMIRRG officers employed in a licensed position at sea aboard a United States flag vessel or a foreign flag vessel under "Effective United States Control (EUSC)", or between assignments, will be mobilized only if there is an urgent and specific need for their services. Their intended role is to serve aboard United States merchant ships in a civilian status. As a result of their naval training, these officers will be qualified to serve as naval liaison officers for their own vessels whenever naval and merchant ships interact.

(2) Ashore. MMIRRG officers not serving at sea on mobilization day may be mobilized to Navy commands as required to fulfill national emergency requirements.

b. MMROCH and MMR Sealift Support Billets. MMR, USNR officers in MMROCH and MMR Sealift Support Billets are part of the SELRES and will be mobilized to the gaining command of their respective Reserve unit as required.

CHAPTER 4

MMIRRG TRAINING / POLICY / PROCEDURES

1. GENERAL. Training for MMIRRG officers is designed to provide the knowledge required to operate merchant ships as naval and military auxiliaries. In addition to meeting the program objectives, officers will find the training received is beneficial to both Naval Reserve and Merchant Marine career development, enhances professional abilities, and allows one to concurrently earn Naval Reserve retirement credit.

2. TRAINING OUTLINE. MMIRRG officers receive training in naval regulations, naval operations (i.e., amphibious operations, convoy operations, naval control of shipping, and underway replenishment), damage control, and firefighting. Additional training will include maritime related areas such as MARAD National Shipping Authority and Military Sealift Command operations. This training serves as the basis for qualification to operate merchant ships as naval and military auxiliaries. Deck officers receive supplementary training in naval tactics, communications, and security procedures while engineering officers receive further training in naval repair and logistics. Communication officers receive additional training in naval communications and security procedures.

3. TYPES OF TRAINING. Training for MMIRRG officers is accomplished through AT, professional training, correspondence courses, and IPA.

4. DEFINITIONS

a. Shipboard. Training on Navy ships provides officers an understanding of naval operations and allows them to complete various qualifications. Since the Navy has many different types and classes of ships, officers requesting shipboard AT may state their preferences in broad terms. These preferences include the following general ship category:

(1) Amphibious Warfare (amphibious assault ships, amphibious cargo ships, tank landing ships)

(2) Auxiliary (ammunition ships, fleet oilers, ocean tugs, refrigerated store ships, repair ships, salvage ships)

(3) Combatant (cruisers, destroyers, frigates)

(4) USNA Summer YP Operations

NOTE: Type of Propulsion Plant (gas turbine, diesel, nuclear, steam turbine)

b. Schools. Many of the best training opportunities during AT will be attendance at Navy schools. The Navy conducts hundreds of courses to properly train their personnel. Typical schools of interest include:

(1) Afloat Safety Officer

(2) Amphibious Warfare Indoctrination and Planning

(3) Gas Turbine Operations for Reserve Officers

(4) Military Sealift Command Fundamentals

(5) National Defense University Courses

(6) National Sealift Training Course

- (7) Naval Control of Shipping Fundamentals
- (8) Naval Liaison Officer
- (9) Naval Embarked Advisory Team
- (10) Naval War College Courses
- (11) Standard Tensioned Replenishment Alongside Methods Operator
- (12) Standards of Training, Certification, and Watch Keeping.

c. Ashore. AT assignment at various Navy shore installations. These assignments provide outstanding opportunities for observation and experience in the many facets of naval operations. Some of the assignments include:

- (1) Fleet Staffs
- (2) Military Sealift Command Staffs
- (3) Naval Shipyards
- (4) Naval Surface Force Staffs
- (5) Port Services Offices
- (6) Shore Intermediate Maintenance Activities
- (7) Supervisors of Shipbuilding, Conversion, and Repair

d. Exercises. Training that ties together skills gained through previous school, afloat, and ashore AT's:

- (1) Fleet Exercises
- (2) MARAD Breakout
- (3) MSC/NCSO Strategic Sealift
- (4) US Naval War College War Games

5. AT REQUIREMENTS. MMIRRG officers must perform 12 days of AT each anniversary year unless waived by COMNAVSURFRESFOR (N14). Failure to perform AT or obtain a waiver will result in unsatisfactory participation. Performing less than 12 days AT in an anniversary year will satisfy the annual requirement if an officer, through no fault of their own, is released from AT before completing the minimum 12 day requirement.

6. PAY/NONPAY AT. All MMIRRG officers, except those in the Standby Reserve - Active (USNR-S1), will be ordered to AT in a pay status. MMIRRG officers desiring to perform training in addition to their AT, called ADT, will normally be issued nonpay orders. All Naval Reserve Officers are limited to 12 days of paid orders annually in any combination of AT/ADT/ADSW.

7. AT WITH NAVY COMMANDS. AT is intended to provide MMIRRG officers the knowledge required to operate merchant ships as naval and military auxiliaries. Additionally, it is designed to provide support to the active duty Navy. With these objectives in mind, requests for AT with other services, or for training not in conformance with these goals, will not be approved.

NOTE: A current list of AT Opportunities can be found on the MMIRRG web site.

8. CONFLICT OF INTEREST. Reserve personnel released from AT/ADT are considered "former employees." They are prohibited from representing anyone other than the United States in connection with matters in which the United States is party or has an interest and in which they were involved or gained knowledge of while on AT/ADT.

a. Reservists will not perform AT/ADT at an activity when their civilian employment or financial interests and their AT/ADT may create a conflict of interest situation. AT/ADT may not afford a Reservist access to privileged information which would be of particular economic or business value to them or their employer.

b. Civilian government employees may not be ordered to AT/ADT in the same billet in which employed as a civilian or in a billet which would be a continuation of their civilian function at another location. In addition, they will not perform any AT/ADT in conjunction with or concurrently with the performance of civilian travel orders issued by a government agency.

9. EMPLOYER NOTIFICATION. As a Naval Reservist required to perform 2 weeks of AT each year, you have legal rights for military leave of absence from your civilian employer. Title 38, U.S. Code, Part III, chapter 43 gives protection to Reservists to ensure that their employers grant them a military leave of absence. Important aspects of this statute are:

a. It does not apply to Reservists employed in a temporary position or in a probationary status.

b. Seniority, status, vacation, and other benefits remain the same as if the employee had remained continuously on the job.

c. The employer may not discharge the employee because of military training duty.

d. The employer may not require the employee to count statutory military absence against earned vacation.

e. The employer is NOT required to pay any portion of the employee's salary during attendance at military training. However, many companies do pay the difference between your military base pay and your salary.

(1) Along with these rights, you have some responsibilities. These include:

(a) Informing your employer in advance that you are scheduling your AT.

(b) Returning to work at your next normal work schedule following completion of your training duty.

(2) The National Committee for Employer Support of the Guard and Reserve (NCESGR), an agency of the Department of Defense, provides Reservists and their employers assistance in matters of employer/employee responsibilities. The NCESGR may be contacted at the address or the toll-free telephone number listed below:

National Committee for Employer Support
of the Guard and Reserve
1555 Wilson Blvd - Suite 200
Arlington, VA 22209-2405
1-800-336-4590
<http://www.ncesgr.osd.mil/resinf.htm>

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NOTE: You as a Reservist can nominate your employer for a "My Boss is a Patriot" award by going to the Web page listed above.

10. AT LOCATION. The location of your AT is an important consideration for both you and the Naval Reserve. For personnel who reside in the United States, the following policies apply:

a. CONUS AT Sites. Consideration is given to your specific desires. However, when identical schools and/or activities are on both coasts, AT will be assigned at the location on the nearest coast. COMNAVRESFOR's policy is to use the Mississippi River as the dividing line for assignment to an East or West Coast activity.

b. Overseas AT Sites. The only overseas AT that can be performed by MMIRRG officers is for participation in Navy exercises. For all overseas AT, the officer must complete AntiTerrorism/Force Protection Training with a NAVPERS 1070/613 (page 13) service record entry before orders will be issued.

11. LIVING OVERSEAS AND PERFORMING AT

a. MMIRRG officers who reside overseas and live in the vicinity of an overseas Navy installation may contact the local facility to obtain permission for performing AT at that site. Care must be taken that no conflict exists between the member's position in host countries and their training in the Naval Reserve. Additionally, Reservists holding diplomatic immunity cannot perform AT/ADT in countries in which they hold such immunity. If the above conditions are met and the local activity approves, the MMR Program Office will issue orders.

b. MMIRRG officers residing Outside the Continental United States (OUTCONUS) will not perform AT/ADT in the United States if cost to the government for international travel is involved, unless the AT involves participation in a Naval Reserve exercise.

c. MMIRRG officers who live overseas but maintain an address in the United States can be issued AT orders from the United States address. These orders will provide for round trip travel from the U.S. address to the AT site.

d. MMIRRG officers residing OUTCONUS who are unable to complete AT through one of the means outlined above should request an AT waiver.

12. AT LEAD TIMES. Requests for AT must be submitted at least 60 days in advance. Overseas Exercises require a 90 days lead time. These are the minimum lead times. Quotas for schools fill up rapidly and requests for school AT may be denied due to a filled class even when the required lead time has been met. Accordingly, if you desire a school, you should submit your request with as much advance notice as possible.

13. AT TRAVEL

a. General. The AT period is the total number of days indicated on your orders, exclusive of travel time. Travel in connection with AT is based upon constructive air travel time and is construed to mean the fastest, most direct means of traveling from point A to point B.

(1) Travel will only be arranged from your home of record to the AT location and return home. You are not authorized to make or change your reservations when government arranged travel is involved.

(2) If traveling via Privately Owned Vehicle (POV), you will be paid per-diem on the basis of constructive air time from point A to point B (i.e., usually 1 day). Additionally, your mileage while driving POV will be determined from official mileage tables and will be paid at a maximum up to the cost of a Government Transportation Request (GTR) (i.e., an airline ticket).

(3) Although some travel may be necessary between the hours of 0001 and 0600 due to the nature of AT (e.g., OUTCONUS, West to East Coast), every effort will be made to avoid travel between those hours...

(4) Airline tickets issued by the Navy Passenger Transportation Office (NAVPTO), New Orleans will not be altered. In unique cases, where necessity dictates that tickets be altered, it should be noted that the original, government provided ticket guaranteed seating and the renegotiated ticket does not.

NOTE: All eligible AT/ADT/IDTT airline reservations booked by NAVPTO will use Electronic Ticketing (E-ticket) vice paper ticket coupons.

b. Constructive Travel

(1) If a reporting hour of 0730 is given and you cannot perform the required travel during the period from 0600 to 0730, you will travel the day before and be paid a constructive travel day.

(2) If you cannot return home prior to 2400 on the last day of AT, you will travel the following day and be paid a constructive travel day.

c. Travel Modes

(1) There are three different travel modes authorized when performing AT:

(a) GTR. A GTR is a government procured airline ticket. It is the primary travel mode in the 'Naval Reserve and is mandatory for all OUTCONUS, Alaska, and Hawaii travel. In no case, are you authorized to purchase your own airline ticket.

(b) POV. Travel may be performed via your POV for your convenience, when it is less expensive to have you drive vice flying (i.e., the AT site is within approximately 250 to 300 miles), or when the AT is performed at a site within local commuting distance of your residence, less than 50 miles)

(c) No Cost Travel. This mode is used when you request and receive "Nonpay" orders.

(2) Once a travel mode is selected, you cannot request to change your mode of travel. Travel modes can only be changed as a result of Navy operational commitments (e.g., change in ship embarkation/debarkation).

(3) Once a travel mode is selected, you must execute it as arranged. SHOULD YOU NOT EXECUTE THE TRAVEL MODE SELECTED, YOU WILL NOT BE REIMBURSED FOR ANY TRAVEL EXPENSES.

EXAMPLE: You request to travel via POV. Before the commencement of AT you decide to fly and purchase your own airline ticket. In this case you will not be reimbursed for the airline ticket nor for the mileage authorized if you had traveled via POV.

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d. Travel Reimbursement

(1) Reimbursement for travel via POV will not exceed the cost of a GTR and during your travel you will receive basic pay and per diem based on constructive travel time (e.g., as if you had flown - usually 1 day).

(2) If you commute from your home to the AT site each day, you will receive a monetary allowance of 32.5 cents per mile from your residence to the AT site for the first and last day of duty.

e. Airport Selection. When you select government arranged travel with your AT, you will be asked for the name of the airport you desire to fly from. NAVPTO will attempt to meet your request, but their regulations stipulate that any airport within 50 miles of your home address can and will be assigned. This is necessary to meet requirements mandated by contracts with designated government air carriers.

14. UNIFORM CODE OF MILITARY JUSTICE. While on AT and traveling to and from AT, you are subject to the Uniform Code of Military Justice. Failure to report with your orders may result in disciplinary and/or administrative action. Therefore, if for any reason (accident, sickness, emergency, etc.) you become stranded during your travel or are unable to report on time, get word to your reporting activity or the nearest Navy activity as soon as possible. You may also leave a message on the MMR Program Office answering machine or notify the COMNAVRESFOR Duty Office (504-678-5313). Navy activities in the area where you are stranded can endorse your orders and notify your AT site. Look in the telephone book under "U.S. Government" for the Navy listing. If a Naval facility is not nearby, go to any military facility for assistance. If you can't report to the unit you've been assigned to, REPORT TO SOMEONE.

15. RENTAL CARS

a. As a general rule, rental cars are not authorized when government quarters and messing are available. Further, rental cars are not authorized when you travel via POV. Rental cars will only be authorized for transportation between your place of lodging and the active duty command when it is determined that commercial transportation (i.e., taxi, bus, courtesy hotel limo, etc.) is more costly or not available. Gaining commands are responsible for providing a vehicle if one is required for you to perform official duties during the work day.

b. For extenuating circumstances, where advance authorization has not been made, the MMR Program Office is responsible for approving rental car modifications when contacted by the gaining command.

16. PAY. As a Naval Reserve officer, your orders will direct you to report to a specific command, on a particular date, by a specified time. You are in a pay status from the time you commence travel until you return home upon completing your AT (based on constructive travel time). In addition to reimbursement for travel expenses, you will be paid base pay which is determined by your rank and your years of service and Basic Allowance for Quarters (BAQ)/Basic Allowance for Subsistence (BAS). The amount of BAQ is determined by your family members. Failure to keep the Navy informed of changes in your marital status will preclude you from obtaining the higher "with family members" rate. BAS is the same for all officers regardless of rank, years of service, or marital status. You are also eligible, depending on previous military service and how the AT is performed, to additional pay as follows:

a. Per Diem. If your AT is performed at a location such that you are unable to commute each day from your home of record, the Navy will pay your lodging and meal costs whether you live in a Bachelor Officer Quarters (BOQ) or in a local motel/hotel. In the case of BOQ, you will be reimbursed for the room charges. In the case of a hotel, you will be reimbursed for cost of the hotel room not to exceed an upper limit established for that locality. You must keep all lodging receipts to obtain reimbursement. You do not need to save meal receipts since you will receive a flat rate for meals for each day.

b. Career Sea Pay. Officers performing AT on board a Navy ship are eligible for sea pay if they have completed 3 years of shipboard duty on a U.S. Navy vessel.

17. TEMPORARY ADDITIONAL DUTY (TAD). Once you report to your AT site, the command may send you to additional locations to perform duties. Funding for the TAD orders is provided by the gaining command not COMNAVSURFRESFOR (N14).

18. APPLICATION PROCEDURES

a. Once you decide when and where you would like to do your AT, contact the Reserve coordinator at the gaining command and request availability of your desired dates. Once you have coordinated your AT with the gaining command, you must contact the MMR Program Office COMNAVSURFRESFOR (N14) for completion of your AT application. The Program Office is open Monday through Friday - 0700 to 1530 Central Time. Voice mail is available for messages during nonworking hours. The Program Office staff will work to match your preferences to the training curriculum/path and to the billets available. The Program Office telephone numbers are:

1-800-535-2580 (Within the United States)
1-504-678-5333 (Commercial)
678-5333 (Defense Switched Network (DSN))

b. When you call the Program Office, an AT Coordinator will request the following information to complete the "Annual Training Request" form by telephone:

- (1) Social Security Number (SSN)
- (2) Name (Last, First, Middle)
- (3) Rank and Designator
- (4) Address
- (5) Telephone (Home and Work)
- (6) Family Member Status
- (7) License and Sailing Status
- (8) Last Physical Examination/HIV Test/Height/Weight
- (9) First and Second AT Choices - Date and Location
- (10) Travel Mode

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19. PROCESSING

a. After receiving an application, COMNAVSURFRESFOR (N14) will review the application and attempt to obtain the AT assignment as follows:

(1) Requests for Navy schools will be sent to COMNAVRESFOR (N33), Formal School Training Quotas Branch for assignment of available quotas.

(2) Process other AT applications as requested.

NOTE : Verify with the MMR Program Office 2 weeks after you have sent your initial request to see if your request was approved. We will try to contact you as soon as we get a disapproval or a problem develops so that you will have plenty of time to reschedule your AT.

b. Upon completing the processing of approved AT requests, the MMR Program Office will:

(1) Mail the AT orders, airline tickets, if applicable, and a copy of the "Dependency Application/Record of Emergency Data" (NAVPERS 1070/602) to the address furnished by the officer requesting the AT.

(2) Mail or fax a copy of the AT orders to the gaining command.

(3) Submit security clearance verification to the gaining command, when required.

d. Special Information. Our goal is to have your tickets and orders to you 30 days before the departure date provided your request was submitted with sufficient lead time. If your orders have not arrived 30 days before your AT start date, call the office for a status update. At the very latest your orders and tickets should arrive at least 1 week before departure.

20. UPON RECEIPT OF YOUR ORDERS

a. Orders. Verify your orders for correctness of data, reporting instructions, and travel. If there are any discrepancies, contact the MMR Program Office. You can obtain an approximation of your pay while on AT by reviewing the "Accounting Data" paragraph of your orders. Attachment A to this chapter is a sample AT order. The last column of accounting data shows the projected pay. The lines of data represent the following:

AA - Basic Pay and Allowances
AB - Travel
AC - Per Diem
AD - Deductions for Taxes

21. ORDER MODIFICATIONS

a. Acceptable reasons for modification requests are as follows:

(1) Unpredictable circumstances (e.g., a need for a rental car)

(2) Change in embark/debark location

(3) Legitimate personal history changes in your status (e.g., change in rank, marital status, etc.)

(4) Errors in orders

b. AT order modifications must be submitted immediately. Requests received more than 30 days after AT is completed may be disapproved.

c. Requests to modify travel codes will not be approved unless operational in nature (e.g., change in embark/debark).

d. Rental car modifications will only be approved if the gaining command determines berthing is not available and local bus or taxi service is not cost effective.

22. SUPPLEMENTAL PAY CLAIMS

a. The need for a Supplemental Pay Claim arises when:

(1) An officer has been promoted, but the promotion is not reflected on the orders.

(2) An officer has married, but no family members are reflected on the Page 2.

(3) Rental car or required travel mode modifications are not received before completing AT.

(4) A disbursing office makes a mistake.

b. Most of these circumstances can be avoided but when they happen, this is how to proceed:

(1) Collect the documents to support your claim (e.g., orders, order modifications, airline tickets, hotel receipts, etc.)

(2) Complete either form DD 1351-2 (Travel Voucher) or DD 1351-3 (Statement of Actual Expenses), or both.

(3) Write a letter explaining the circumstances.

(4) Mail all of the above to the disbursing office which handles the records for the command where you performed AT. The address is shown on your AT orders.

NOTE: Save legible copies of all the above.

23. CANCELLING ORDERS

a. General. Orders to perform AT, when issued, are a commitment. The only justifiable reason to fail to execute orders is emergency circumstances beyond the member's control.

b. Procedures

(1) Notify the MMR Program Office in writing with supporting documentation (i.e., letter from your employer, medical documents).

(2) Once your written request for cancellation is approved, within 10 days, return original orders, transportation documents, and ticket.

(3) Reschedule your AT as soon as possible or submit an AT waiver.

ATTACHMENT A

SAMPLE COPY - AT ORDERS

DEPARTMENT OF THE NAVY
NAVAL SURFACE RESERVE FORCE
NEW ORLEANS LA 70142-5450

31 DEC 1997

FROM: COMMANDER, NAVAL SURFACE RESERVE FORCE
TO: LT JOHN PAUL JONES USNR 123-45-6789/1625
123 DOCK STREET
DOYLESTOWN PA 98765-4321
SUBJ: COMNAVRESFOR SDN: P0007298RT00481
DUTY IN CONNECTION WITH AT
REF: (A) SEC 270, 271, OR 511, TITLE 10 USC
(B) PUBLIC LAW 92426

-----ULTIMATE ACTIVITY-----

BY THE AUTHORITY IN REFERENCE (A) OR (B) YOU ARE HEREBY ORDERED TO
PROCEED AND REPORT AS DIRECTED BELOW FOR A PERIOD OF 012 DAYS TO
PERFORM AT WITH PAY, PLUS 1 TRAVEL DAY.

REPORT NOT LATER THAN 0730 ON 23 FEB 1998 EDA: 23 FEB 1998
TO: SUPERVISOR OF SHIPBUILDING
CONVERSION AND REPAIR, USN
574 WASHINGTON STREET
BATH, ME 04530 UIC: 62786

FOR AT
PERSONNEL ACCOUNTING SUPPORT: PSD BRUNSWICK UIC: 43343

UPON COMPLETION AT AND WHEN DIRECTED ON 06 MAR 1998 DETACH.

-----ACCOUNTING DATA-----

AA 1781405.7220 000 00072 0 068566 2D T00481 000072871520 00017981C
AD 1781405.7220 000 00072 0 068566 2D T00481 000072871521 00001068C
AB 1781405.7220 000 00072 0 068566 2D T00481 000072874520 00001520{
AC 1781405.7220 000 00072 0 068566 2D T00481 000072874521 00014880{
AC 1781405.7220 000 00072 0 068566 1K T00481 000072874521 ADVANCE AMT
TOTAL PAID LUMP SUM LEAVE DAYS ARE: 00
ALL COST OF PAY AND ALLOWANCES ARE CHARGEABLE TO RPN.
PAY GRADE/PEBD: O3 /19 JUN 91 /BAQ W/D: Y
CSP: 00 Y 00 M 00 D
FLIGHT PAY AUTHORIZED: N ASSED: ASI:

PAGE 1 OF 2

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If received in error, please contact the sender.

11 JAN 1999

SDN: P0007298RT00481

UTILIZATION OF GOVERNMENT QUARTERS AND MESSING REQUIRED WHERE AVAILABLE.

-----SPECIAL INSTRUCTIONS-----

FAILURE TO COMPLY WITH THESE ORDERS WITHOUT PRIOR CANCELLATION BY COMPETENT AUTHORITY MAY RESULT IN DISCIPLINARY ACTION AND/OR ADMINISTRATIVE ACTION AFFECTING YOUR STATUS IN THE NAVAL RESERVE.

YOU WILL BE IN A DUTY STATUS FOR THE NUMBER OF DAYS OF AT THAT IS PERFORMED PLUS THE TIME NECESSARY TO TRAVEL TO AND FROM YOUR DUTY STATION NOT IN EXCESS OF THE ALLOWABLE CONSTRUCTIVE TIMES AS PRESCRIBED IN JOINT TRAVEL REGULATIONS. WHILE IN A DUTY STATUS YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE.

TRAVEL VIA POV FOR MEMBER'S CONVENIENCE AUTHORIZED EVEN THOUGH NOT MORE ADVANTAGEOUS TO THE GOVERNMENT. IF POV IS USED, MALT AND PER DIEM ARE PAYABLE IAW JFTR VOLUME 1, PARA U3310; REIMBURSEMENT WILL NOT EXCEED THE COST HAD GOVERNMENT PROCURED TRANSPORTATION BEEN USED. IF YOU DO NOT TRAVEL BY POV, TRAVEL VIA GTR IS DIRECTED; CONTACT YOUR RESERVE ACTIVITY. IF YOU PROCURE COMMERCIAL TRANSPORTATION AT PERSONAL EXPENSE, REIMBURSEMENT IS PROHIBITED, UNLESS NAVPTO NEW ORLEANS CERTIFIES THAT A GTR WAS NOT AVAILABLE (JFTR, VOLUME 1, PARA U3115-A APPLIES).

*MERCHANT MARINE RESERVE (MMR) OFFICER TRAINING ENCOMPASSES A BROAD RANGE OF NAVAL OPERATIONAL AND ADMINISTRATIVE PROCEDURES. TRAINING GOALS FOR THIS MMR OFFICER, WHILE ASSIGNED TO YOUR COMMAND, INCLUDE FAMILIARIZATION WITH YOUR COMMAND'S ORGANIZATION, OPERATIONS AND ADMINISTRATION. POC: DSN 363-5333/1-800-535-2580; MMR PROGRAM OFFICE. INJURY OR ILLNESS THAT WOULD PROHIBIT, HAMPER OR PRECLUDE THE EXECUTION OF THESE ORDERS MUST BE REPORTED TO THE MEDICAL DEPARTMENT REPRESENTATIVE FOR DETERMINATION OF PHYSICAL QUALIFICATION PRIOR TO EXECUTION.

TCN S20-0298-013-218.

JUSTIFIABLE ITINERARY CHANGES BEFORE COMMENCEMENT OF TRAVEL ARE TO BE DIRECTED TO YOUR NAVAL RESERVE ACTIVITY. IF ANY PROBLEMS ARISE AFTER COMMENCEMENT OF YOUR TRAVEL . . . REPEAT . . . AFTER COMMENCEMENT OF TRAVEL, CONTACT THE COMNAVRESFOR N16 TRAVEL COUNSELOR BY DIALING 1-800-269-8998. WHEN PROMPTED, ENTER PAGER NUMBER 547-6498, AND ON INSTRUCTION, ACCURATELY ENTER YOUR ENTIRE RETURN TELEPHONE NUMBER INCLUDING AREA CODE. THE COMNAVRESFOR COUNSELOR WILL RETURN YOUR CALL.

-----COPY TO INFORMATION-----

NR COMNAVRESFOR
PERSUPPDET NOLA

SUPSHP BATH ME
PSD BRUNSWICK

ISSUING OFFICER

PAGE 2 OF 2

CHAPTER 5

AT WAIVERS

1. GENERAL

a. All MMIRRG officers are required to perform 2 weeks of AT with pay each anniversary/FY unless waived by COMNAVSURFRESFOR (N14). Should you find that you will be unable to fulfill your AT obligation, you must request a waiver, in advance.

b. Waivers are not an excuse for neglect or procrastination. Failure to schedule AT sufficiently in advance before completing your anniversary year is not an acceptable reason for a waiver.

c. Waivers are granted for the following reasons:

(1) Extensive sailing time (e.g., 8 or more months per year which does not permit the scheduling/performance of AT).

(2) Work conflict.

(3) Medical or personal hardship.

(4) Depletion of COMNAVSURFRESFOR (N14) funds for the FY.

(5) Other extenuating circumstances.

d. Except for unusual circumstances, no more than two consecutive waivers will be granted.

2. PROCEDURES

a. AT Waivers should be submitted within 3 months before the end of an anniversary year to allow performance of AT, should the request be disapproved.

b. Waivers must be submitted in writing to COMNAVSURFRESFOR (N14) and provide specific details regarding the waiver request. Substantiating documentation must also be submitted. (e.g., discharges, letter from employer or doctor). A sample waiver letter is shown in attachment A to this chapter.

3. PROCESSING. Upon receipt of an AT waiver request, COMNAVSURFRESFOR (N14) will either approve or disapprove the request based on the documentation provided or fiscal constraints.

a. Approved AT waivers satisfy the AT requirement for the year requested. MMIRRG Officers are not required to extend their mandatory participation (i.e., the first 6 years) to make up the waived AT.

b. AT retirement points are not credited when AT is waived. An approved waiver does not change the requirement to earn a minimum of 50 retirement points per anniversary year to achieve a year of qualifying service creditable toward Reserve retirement with pay at age 60.

c. Personnel whose waiver requests are disapproved must perform AT or be considered in noncompliance with their Training and Service Agreement.

11 JAN 1999

COMNAVSURFRESFOR P1534.1

ATTACHMENT A

SAMPLE COPY - AT WAIVER REQUEST

4 Mar 98

From: LT John P. Jones, USNR-R, 123-45-6789/1625,
123 Dock Street, Doylestown, PA 98765-4321
To: Commander, Naval Surface Reserve Force (N14)

Subj: REQUEST FOR ANNUAL TRAINING (AT) WAIVER

Ref: (a) STS 09B-0001B

Encl: (1) USCG Certificates of Discharge

1. Per reference (a), this letter is written to request a waiver of my AT obligation for the anniversary year ending 16 June 1997. This request is due to my extensive sailing time which has precluded me from scheduling my AT.

2. I am presently employed as a permanent Second Mate with Southern Cross Shipping Company. Enclosure (1) are my discharge certificates indicating over 8 months of sailing time since my last anniversary date. Furthermore, I am currently assigned to MV Aries and will not be detached until 16 May 1998.

3. Should you have any questions, I may be contacted through the following address/telephone number:

M/V Aries
c/o Southern Cross Shipping Company
4400 Any Street
City, State 12345-6789

(123) 456-7890

J. P. JONES

CHAPTER 6

IDT PARTICIPATION AUTHORIZATION

1. IDT PARTICIPATION AUTHORIZATION (IPA). MMIRRG officers, when not sailing, who desire additional training and retirement points may participate in IDT periods (i.e., drills) voluntarily for nonpay with appropriate Navy SELRES units or active duty navy units. You will find that this is the most convenient way of achieving the additional points required for a satisfactory retirement year. (One retirement point per 4 hour period.)

2. IPA APPLICATION PROCEDURES

a. Individual officers must first contact a local Naval Reserve activity and obtain authorization to participate from the Reserve activity commanding officer and the specific Reserve unit commanding officer or representative. Units recommended for affiliation are found in chapter 2-11 of this publication. The commanding officer may not be familiar with IPA orders, but they do understand nonpay drills.

b. After securing permission to perform IPA with a unit, the officer must contact COMNAVSURFRESFOR (N14) and provide the following information:

(1) Name of the Reserve activity where the unit is located.

(2) Name of the unit and unit's Unit Identification Code (UIC) or Reserve Unit Identification Code (RUIC) number.

(3) Inclusive dates of the period desired to participate.

NOTE: Available for IPA orders, but not AT, is the U.S. Navy Sea Cadet Program.

3. ISSUING AN IPA. Upon receipt of a request for an IPA, the MMR Program Office will prepare an IPA (NAVSURFRES 1570/13) (attachment A to this chapter). The original IPA will be sent to the officer and copies of the IPA will be forwarded to the commanding officer of the parent Reserve activity and the designated Naval Reserve unit.

4. IDT PARTICIPATION REPORTING AND TERMINATION. Participation of a MMIRRG officer in a nonpay IDT status with a Naval Reserve unit is voluntary and will be terminated at the individual officer's request and, in all cases, within 180 days after the IPA was issued. Officers can request a follow-on IPA should they desire. Upon termination of the officer's participation:

a. A fitness report will be prepared by the commanding officer of the Naval Reserve unit, provided that the officer participated consecutively with the unit for a period of 90 days or more.

b. The commanding officer of the Naval Reserve unit will also complete the first endorsement to the IPA indicating the dates and number of drill periods which the officer took part, whether or not a fitness report was submitted, and the commanding officer will sign the IPA orders.

c. Upon completion of the first endorsement to the IPA, the IPA will be delivered to the officer. The MMIRRG officer is responsible for sending the ORIGINAL copy of the endorsed IPA to COMNAVSURFRESFOR (N14). Again, as with all naval correspondence, keep a legible copy for your records.

IDT PARTICIPATION AUTHORIZATION (IPA)

COMNAVSURFRESFORINST 1534.1A

1570

Date: _____

From: Commander, Naval Surface Reserve Force

To: _____

(Rank/Name/SSN/Desig/Address)

Subj: IDT PARTICIPATION AUTHORIZATION (IPA)

Ref: (a) Your _____

(b) COMNAVSURFRESFORINST 1534.1A

1. As requested by reference (a), and per reference (b), you are authorized to report to:

UNIT: NR _____

CITY: _____

for the performance of Inactive Duty Training (IDT) periods in a nonpay status. As a member of the Merchant Marine Individual Ready Reserve Group, your participation in IDT periods scheduled by the above unit is only authorized, not directed, and will involve no expense to the government. While in a duty status, you are subject to the Uniform Code of Military Justice.

2. This authorization is effective until _____, provided your participation in scheduled IDT periods is consecutive and remains unbroken by your professional sea service.

3. Your service and health records will be retained at Naval Reserve personnel Center, New Orleans, Louisiana.

4. After each IDT weekend, IDT periods attended will be recorded on the reverse side of this form and a copy provided to the supporting Reserve activity.

By direction _____

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED
If received in error, please contact the sender.

Copy to:

NAVRESCEN _____

NR _____

IDT PARTICIPATION AUTHORIZATION (IPA)

COMNAVSURFRESFORINST 1534.1A

1570

Date: _____

FIRST ENDORSEMENT

From: Commanding Officer, NR

To: _____
(Rank/Name/SSN/Desig/Address)

Subj: IDT PARTICIPATION AUTHORIZATION (IPA)

1. You satisfactorily participated in IDT periods with this unit as follows:

DATE	IDT PERIOD	NAME

DATE	IDT PERIOD	NAME

S

E

L

P

M

A

C

Y

P

2. Your IDT participation with this unit was for a period of:

☐

less than 90 consecutive days and a regular fitness report was not submitted.

☐

90 consecutive days or more and a regular fitness report has been submitted.

3. Following execution of this IDT Participation Authorization, return one copy with completed endorsement to:
Commander, Naval Surface Reserve Force (N14), 4400 Dauphine Street, New Orleans, LA 70146-5100.FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED
If received in error, please contact the sender.

CHAPTER 7

RETIREMENT CREDIT FOR PROFESSIONAL TRAINING

1. GENERAL. The Professional Training option provides retirement point credit for professional training courses/sea service as a civilian when the instruction/service enhances your value to the Naval Reserve. There are two ways to obtain retirement points for professional training:

a. Director of Naval Reserve (N095) letter "Authorization of Retirement Points for United States Naval Reserve, Merchant Marine Reserve Officers" of 10 July 1998 authorizes 1 drill point per 4-hour period in any combination to a maximum of 35 retirement points per anniversary year for:

(1) Standards of Training, Certification of Watch Keeping (STCW) required courses per 46 CFR 10.209. Copy of Course Completion Certificate(s) and STCW Endorsement Letter are required.

(2) Sea service or courses used to upgrade or renew USCG Unlimited (Tonnage/Horsepower) Merchant Marine License. Copy of sea service discharge(s) and upgrade merchant marine license are required.

(3) SELRES as well as MMIRRG officers may obtain retirement points per this letter. Retirement points are only good for course/sea service after 10 July 1998.

b. BUPERSINST 1001.39C, Administrative Procedures for Naval Reservists on Inactive Duty, authorizes 1 retirement point per day upto a maximum of 5 retirement points per anniversary year for professional (non-STCW) training.

2. PROCEDURES. MMIRRG officers requesting retirement point credit must submit their request in writing to COMNAVSURFRESFOR (N14) in the format of attachment A to this chapter. The request must contain:

a. A copy of course completion certificate(s) certifying course attendance and, if applicable, a copy of the STCW Endorsement Letter,

b. A copy of sea service discharge(s) and/or course completion certificate(s) with copy of upgraded/renewed USCG Merchant Marine License.

c. Inclusive dates attended.

d. Total number of days attended.

e. Course title/description.

3. POINT CREDITING. Courses and/or sea service must have been completed while holding a merchant marine designator (16XX). The Assistant for Merchant Marine and Maritime Affairs (N42E) is designated as approval authority for MMR, USNR courses and training facilities accepted as compliant with this policy.

ATTACHMENT A

SAMPLE COPY - REQUEST LETTER FOR RETIREMENT POINT CREDIT
FOR PROFESSIONAL TRAINING

Date _____

From:

Rank, Full Name, SSN, Designator

Mailing Address

(____) _____ (____) _____ @ _____
Home Phone Work Phone Email

To: Commander, Naval Surface Reserve Force (N14)

Subj: REQUEST FOR RETIREMENT POINT CREDIT FOR MMR, USNR TRAINING

Ref: (a) BUPERSINST 1001.39C
(b) OPNAV ltr 1800 Ser N095/8U569508 of 10 Jul 98

Encl : (1) Course Completion Certificates(s) and endorsed STCW Letter
(2) USCG Sea Service Discharge(s) and Copy of Renewed/Upgraded License
(3) Course Completion Certificate for "other" Professional Training

1. Under references (a) and (b), 1 point per 4 hour drill"" period is allowed in any combination not to exceed 35 points per anniversary year. In addition under reference (a), 1 point per day for other professional training is allowed not to exceed 5 points per anniversary year.

2. I respectfully request retirement point credit for attendance at the following Merchant Marine Reserve, U.S. Naval Reserve Training:

DATES	NUMBER DRILLS	COURSE/IPA ORDERS/ SHIP/NR UNIT	DESCRIPTION
-------	------------------	------------------------------------	-------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Enclosure(s) (1), (2) and/or (3) certify my attendance.

Very Respectfully,

(Signature)

CHAPTER 8

CORRESPONDENCE COURSES NONRESIDENT PROFESSIONAL MILITARY EDUCATION

1. GENERAL. MMIRRG officers are encouraged to enroll in Nonresident Training Courses (NRTC). Since the mandatory participation requirements of the MMR Program do not provide sufficient points for a qualifying year for retirement, you will find that completing correspondence courses provide a way of achieving the additional points required. You will find that several of these courses serve as good preparation for license upgrade. Selection boards look favorable at completed applicable correspondence courses.

2. UNCLASSIFIED CORRESPONDENCE COURSES. All navy correspondence courses for the Navy IRR personnel are administered and graded through NETPDTC (N3216), Pensacola. MMIRRG officers may enroll in unclassified correspondence courses under the following procedures:

a. Applicant completes Correspondence Course Enrollment Application/Change Request (NAVEDTRA 1510/1) form and returns it to NETPDTC. Students may enroll in four courses at a time. Computer processing prohibits the use of photocopies of enrollment forms and will reject course enrollment in more than 4 courses at a time. When requested, NETPDTC provides applicants with updated course list, and sufficient enrollment forms for 1 year period.

b. NETPDTC processes enrollment form and mails course material to member. All course material is shipped via Special Fourth Class Rate. Expect a 2-6 week delay to receive course material. Enrollment forms are only processed once a week, on Thursday.

c. Member completes course and returns Correspondence Course Standard Answer Sheet, NAVEDTRA 1510/4 (03-94) to NETPDTC for grading. The course number that should appear on the answer sheet is the NAVEDTRA number at the top of the cover page of the question book. The student is responsible for completing one assignment per month per course. Photocopies of answer sheets (NAVEDTRA 1510/4) will not be processed since all answer sheets are computer graded. Answer sheets will only be processed once a week on Wednesdays. Conventional Type answer sheets included in the assignment books cannot be processed by NETPDTC. This type of answer sheets will be returned unprocessed. Again, as with all Naval correspondence, keep a copy until you receive a letter of course completion.

d. NETPDTC grades answer sheets and provides completion certificate to the member and notifies NAVRESPERCEN, New Orleans by computer tape on the 10th of each month for the preceding month for retirement point maintenance and tracking. Should you desire NAVRESPERCEN to be notified sooner you should provide a copy of your completion letter to NAVRESPERCEN.

NOTE: ALL CORRESPONDENCE RECEIVED BY NETPDTC MUST HAVE SOCIAL SECURITY NUMBER.

3. PLANNING YOUR COURSE. IRR Members must plan their course ordering well in advance. Now that NETPDTC is printing course material as they are ordered, delays in printing and shipping during heavy printing times and can take up to 4 weeks to be printed. This delay can be caused by the number of enlisted advancement exams being printed with a higher priority than correspondence course publications. Members should order their materials and be working on them at the beginning of the anniversary year instead of waiting to the end of their year. NETPDTC cannot guarantee prompt service during heavy printing periods.

a. Revised Course Point Warning. Number of retirement points can change on a revised course. If you receive a course with the same name but different course number than what you ordered, check the question and answer booklet for the retirement point total.

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b. Duplicate Course Credit. If you have previously completed a course, you cannot enroll and receive credit again unless the course has undergone a major revision. All questions concerning courses should be directed to NETPDTC.

c. Course Completion. To maintain satisfactory enrollment you must submit at least one assignment per month for each course you are enrolled. No motivation or disenrollment letters will be issued. If answer sheets are not received by NETPDTC within 8 months from the date of enrollment you will be disenrolled without notification.

d. Completion Dates. Completion letters are dated the date the last assignment for a unit is processed by the computer. The student is responsible for ensuring course answer sheets are submitted in time for grading, processing, and posting before the end of their anniversary year. To satisfy this requirement, all assignments should be received at NETPDTC at least 30 days prior to expiration of the anniversary year. The use of express mail service is encouraged to reduce short lead times before the anniversary year expires. NETPDTC will not back date the completion dates for answer sheets received after the anniversary date.

e. Disposal of Course Publications. Do not return course publications to NETPDTC. Only return course answer sheets.

f. NAVEDTRA Forms. Computer processing prohibits the use of photocopies of enrollment forms and answer sheets. Using any form other than original Correspondence Course Enrollment Application/Change Request, NAVEDTRA 1510/1 (12-90) and Correspondence Course Standard Answer Sheet, NAVEDTRA 1510/4 (03-94) will result in delays, errors, and other problems.

g. Foreign Country Address. All course material is shipped Special Fourth Class Rate which results in a substantial delay between shipping and receiving to foreign countries. Recommend you provide a state-side address and have family, friend, or mail service forward to you via first class mail.

4. NETPDTC CORRESPONDENCE COURSE ADMINISTRATION POINTS OF CONTRACT. If further assistance is required, write or call NETPDTC. When corresponding, provide full name, address, rank, status, social security number, and course number from the question book. NETPDTC Correspondence Course Administration Section working hours are from 0700-1530 (central time) Monday through Friday.

NOTE: Make sure the NETPDTC operator understands that you are attached to COMNAVSURFRESFOR (N14), Merchant Marine Individual Ready Reserve Group.

ADDRESS:

Commanding Officer, NETPDTC (N3216)
6490 Saufley Field Rd
Pensacola, FL 32559-5000

EXPRESS MAIL ADDRESS:

Commanding Officer, NETPDTC (N3216)
6490 Saufley Field Rd
Pensacola, FL 32509-5237

PHONE NUMBERS:

(850) 452-1511/1859
DSN 922-1511/1859

ATTACHMENT A

POINT OF CONTACT FOR CORRESPONDENCE AND NONRESIDENT COURSES FOR VARIOUS
SERVICE SCHOOLS - WAR COLLEGES/COMMAND AND STAFF COLLEGES

1. War Colleges are senior courses; Reserve officers 05 and senior are eligible. Navy doesn't have a senior correspondence or nonresident seminar course.
2. Command and Staff Colleges are intermediate courses; Reserve officers 04 and senior are eligible.
3. United States Air Force (USAF) Squadron Officers School and United States Marine Corps (USMC) Amphibious Warfare School are junior courses; Reserve officers 03 and senior are eligible. The Army course is not open to other services and the Navy has no equivalent.
4. United Nations has a correspondence course program. These courses involve out of pocket expenses. The U.S. Army Awards Correspondence Course Program (ACCP) credit hours. COMNAVSURFRESFOR (N14) will recommend the same number of retirement points to NAVRESPERSCEN for MMIRRG officer retirement points for correspondence courses completed.

NAVY (Naval Command and Staff Course)

President

Code 1G

Naval War College (College of Continuing Education)

686 Cushing Road

Newport, RI 02841-1207

<http://www.usnwc.edu/nwc/cce/nonresid.htm>

Correspondence: 401-841-2135

Nonresident Seminar: 401-841-6519

Seminar Locations:	Great Lakes, Illinois	Norfolk, Virginia
Annapolis, Maryland	Jacksonville, Florida	Pearl Harbor, Hawaii
Athens, Georgia	Kings Bay, Georgia	Patuxent River, Maryland
Dahlgren, Virginia	Monterey, California	Pensacola, Florida
Everett, Washington	New Orleans, Louisiana	San Diego, California
Fort Meade, Maryland	Newport, Rhode Island	Washington, DC

MARINE CORPS

USMC Command and Staff College Distance Education Program (CSCDEP)

CCD (C40CCE)

MCCDC

2042 Broadway Street

Quantico, VA 22134

703-784-4324

<http://138.156.203.52/cce/cschome.htm>

Director of Programs (Distance Learning) Amphibious Warfare School

CCE (C40 CCE)

MCCDC

2042 Broadway Street

Quantico, VA 22134

703-784-4324

<http://138.156.203.52/cce/awsph1.htm>

ARMY

Commandant

U.S. Army War College

ATTN: Department of Continuing Education

Carlisle Barracks, PA 17013-5243

1-800-453-0992 extension 3510

<http://carlisle-www.army.mil/usawc/dcs/home/dcspageo.htm>

COMMAND AND GENERAL STAFF COLLEGE

US Army Command and General Staff College, Director of Nonresident Studies

Eisenhower Hall, Building 120, Room 273N

250 Gibbon Avenue

Fort Leavenworth, KS 66027-2314

(913) 758-3343

<http://www-cgsc.army.mil/nrs/index.htm>

AIR FORCE

Air War College/Nonresident Studies

Education Support Branch

325 Chennault Circle

Maxwell AFB, AL 36112-6427

(334)953-5741; extension 7755

<http://www.au.af.mil/au/awcns.htm>

Air Command and Staff College

Extension Course Institute

50 South Turner Boulevard

Maxwell AFB, AL 36118-5643

334-416-4536

<http://www.acsc.au.af.mil/>

USAF Squadron Officers School

SOS Program Branch (SOS/DCX)

125 Chennault Circle

Maxwell AFB, AL 36112-6430

334-953-2334

<http://www.au.af.mil/au/sos/>

UNITED NATIONS

UN Institute for Training and Research Program of Correspondence Instruction
(UNITAR POCI) in Peace-keeping Operations

Box 20475

Dag Hammarskjold Center

New York, NY 10017-20475

hjlang@facstaff.wm.edu

<http://www.wm.edu/unpeacek/index.html>

Example of UNITAR POCI correspondence courses offered are:

Commanding UN Peace-keeping Operations-18 points

Principles for the Conduct of Peace Supporting Operations-10 points

Logistical Support of UN Peacekeeping Operations-12 points

Serving as a UN Military Observer-15 points

History of UN Peacekeeping Operations During the Cold War Period 1945 to 1987-
28 points

CHAPTER 9

OFFICIAL RECORDS / PROMOTION / CAREER PLANNING

1. OFFICIAL RECORDS. The Navy maintains two sets of records on all Navy officers:

a. Service Record and Health Records. MMIRRG officer service and health records are maintained by Commanding Officer, Naval Reserve Personnel Center (N511) in New Orleans. This is the "paper" record.

b. Microfiche Record. The microfiche record is the "official" record and it is maintained by the COMNAVPERSCOM in Millington, Tennessee. It is used by COMNAVPERSCOM, and by all promotion selection boards, in making decisions regarding an officer's career. Your microfiche record contains key documents from your service and health records.

NOTE: The MMR Program Office at COMNAVSURFRESFOR (N14) only maintains a brief database of MMIRRG members. All correspondence/reports are forwarded to the applicable command; either NAVRESPERCEN, New Orleans, Louisiana or COMNAVPERSCOM, Millington, Tennessee.

2. RESPONSIBILITY

a. Your microfiche record is COMNAVPERSCOM only account of you. All administrative functions are dependent on a complete and accurate record. Each officer has the responsibility to ensure that all official correspondence and documents of a permanent nature which reflect a chronological history of their entire naval career are retained and maintained in their record at all times.

b. The most important time to check your record is before you up before a promotion selection board. You should do this 6 to 8 months before the convening of the board. Board members base their opinions of your qualifications and professionalism solely on your record.

3. REVIEWING YOUR RECORD. To request your record by mail or fax:

a. Submit written request for microfiche copy to:

Commander
Naval Personnel Command
NPC-313C
5720 Integrity Drive
Millington, TN 38055-3130

b. The request should be submitted on the "Microfiche Record Request Form" (NAVPERS 1070/879). This form is available from Naval Reserve activities or the COMNAVPERSCOM Homepage. The Microfiche Record Section of the COMNAVPERSCOM will also accept a typed letter request providing they contain the following:

Rank, Full Name, SSN, Home Address, and Signature

NOTE: Use the same procedure to request Performance Summary Record (PSR) as mentioned above.

4. ITEMS FOUND IN MICROFICHE RECORDS. Attachment A to this chapter is a complete list of items found in your microfiche record as per Naval Military Personnel Manual article 1070020.

5. CORRECTING MICROFICHE RECORDS. Mail copies of documents for microfiche entry as indicated below:

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a. Mail copies of documents directly to COMNAVPERSCOM at the address found in the COMNAVPERSCOM web page.

(1) For missing Fitness Report and Counseling Record (FITREP) submit to:

Commander
Naval Personnel Command
NPC-322
5720 Integrity Drive
Millington, TN 38055-3220

NOTE: DO NOT SEND FITREPS TO COMNAVSURFRESFOR (N14).

(2) For missing picture submit to:

Commander
Naval Personnel Command
NPC-313C
5720 Integrity Drive
Millington, TN 38055-3130

(3) For missing transcripts submit to:

Commander
Naval Personnel Command
NPC-1031D
5720 Integrity Drive
Millington, TN 38055-1031

(4) For missing awards or medals submit to:

Commander
Naval Personnel Command
NPC-313C1
5720 Integrity Drive
Millington, TN 38055-3130

NOTE: Documents submitted for microfiche entry must clearly show your full name and SSN on the front of each page.

b. It must be emphasized that copies of documents are to be submitted. Do not send originals. After filming, documents are destroyed and cannot be returned.

6. PHOTOGRAPH

a. A photograph is required by all Navy officers as follows:

(1) Upon original appointment to commissioned grade.

(2) Within 1 year (but not less than 3 months) of the convening date of the promotion selection board in which the officer is in zone for promotion to the grades of LT through CAPT.

(3) Within 3 months after acceptance of each promotion-

NOTE: A current photograph in your record during a promotion selection board indicates your strong interest in the Naval Reserve and is favorably looked upon by members of the selection board.

b. The uniform for a official photograph is Sumner Khaki (polyester) to provide maximum photographic clarity. The photograph shall display a full-length three quarter view in the prescribed uniform, uncovered, with the left shoulder forward, against a plain contrasting background. The photograph will be black and white glossy prints in a size approximately 4 inches in width and 5 inches in height, and unmounted. Background will be flat and provide sufficient contrast to highlight details of the uniform.

c. A Title Board will be placed at or near the member's left foot so that it will be legible in the photograph. The Title Board may be a menu board or a hand-lettered board with 2 inch high letters and contain the member's last name, first and middle initial(s), rank, designator, complete SSN, and date the photograph was taken (in year, month, day sequence). The identifying data will be clearly readable in the finished print.

TITLE BOARD EXAMPLE: JONES J P
LT 1625
123 45 6789
970923

d. Naval activities having an authorized photographic laboratory are authorized to produce a photograph for Naval Reserve officers on a not to interfere basis. Other military activities photographic facilities may provide this service on a courtesy basis. When an authorized Navy photographic laboratory or an alternate support facility is unavailable, any photograph may be produced which complies, as closely as possible, with the specified requirements.

e. Officers are required to submit one copy of the photograph. The photograph will be submitted on the "Officer Photograph Submission Sheet" (NAVPERS 1070/10) to the MMR Program Office. A copy of the NAVPERS 1070/10 may be obtained from the MMR Program Office or any Navy or Naval Reserve activity. (See attachment B to this chapter.) The submitted photograph will be distributed to COMNAVPERSCOM (313C) for inclusion into your microfiche record. (After microfiche, the photo is destroyed.)

f. The photograph should be carefully secured against damage in the mail and should be clearly marked "PHOTOGRAPH" in the upper left-hand corner of the envelope.

g. The submitted photograph becomes the property of the United States Navy. The photograph will not be released to other than Department of Defense authorized users and shall be made without the written consent of the officer concerned. Officers wishing to grant general release authorization must sign NAVPERS 1070/10 in the appropriate space.

7. INFORMATION FROM YOUR SERVICE RECORD. Should you require information contained in your service or health records contact NAVRESPERSSEN by calling 1-800-535-2699. (See attachment C to this chapter.)

8. KEEP COPIES. You may occasionally discover administrative errors in the maintenance of your Navy records. As long as you have copies of the applicable documents, you can always have the records corrected. Accordingly, you are urged to maintain a personal file which contains copies of all orders, endorsements, official letters received, travel reimbursements, and any other documents likely to be important in the future.

9. PROMOTION SCHEDULE

a. GENERAL. MMR officers compete for promotions only with fellow officers who hold Special Duty, Merchant Marine designators. This is a significant advantage for MMR officers and provides excellent promotion opportunities for those conscientious officers who are active in the program.

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b. Listed on following page is a normal peacetime promotion schedule. It shows the rank and the year of commissioned service within which you will normally be promoted.

c. The promotion opportunity indicates the percentage of "In-Zone" officers who may be promoted.

<u>RANK</u>	<u>ABBREVIATION</u>	NORMAL YEAR OF COMMISSIONED SERVICE WHEN <u>PROMOTED</u>	<u>PROMOTION</u> <u>OPPORTUNITY</u>
Ensign	ENS		
Lieutenant (Junior Grade)	LTJG	2	ALL QUALIFIED
Lieutenant	LT	4	95 Percent
Lieutenant Commander	LCDR	10	80 Percent
Commander	CDR	16	70 Percent
Captain	CAPT	22	55 Percent

d. Promotion to LTJG is 2 years from your "Permanent Grade Date" as an Ensign. Your "Permanent Grade Date" is shown in block 14 on your "Officer Appointment Acceptance and Oath of Office" (NAVCRUIT 1000/20). Promotion to LTJG is based on the recommendation of the commanding officer and is done without a formal promotion selection board. The commanding officer for MMIRRG officers, as for all members of the IRR, is NAVRESPERSCEN.

EXAMPLE:	<u>RANK</u>	<u>DATE OF RANK</u>
	ENS	15 April 1996
	LTJG	15 April 1998

NOTE: You can expect NAVRESPERSCEN to send you the promotion paperwork for LTJG 3 to 6 months after the effective promotion date.

e. Promotion to LT and higher is done by a formal promotion selection board which meets at COMNAVPERSCOM. Promotion selection boards meet each year as follows:

<u>RANK</u>	<u>SELECTION BOARD CONVENES</u>
CAPT	January
CDR	April
LCDR	June
LT	August

f. Promotion selection boards include senior MMR officers who are familiar with the merchant mariner's profession and are qualified to evaluate the performance and qualifications of MMR officers.

g. Decisions by promotion selection boards are based solely on the contents of your official record maintained by COMNAVPERSCOM. Your official record, called your microfiche record, contains your most important career documents.

h. Promotion selection boards meet to select officers for promotion for the next FY. (After 1 October.)

10. IMPROVING YOUR PROMOTION OPPORTUNITY

a. There is no "single correct career path" for a naval officer.

b. The career path of a MMR, USNR officer is our mission statement per OPNAVINST 1534.1B: "To maintain in the U.S. Naval Reserve an organization of Merchant Marine officers, composed of a corps of actively sailing members who are trained to operate merchant ships as naval auxiliaries, and a shore side cadre assigned to naval activities that support strategic sealift readiness." (See attachment D to this chapter.)

c. In addition, as part of Commander, Naval Surface Reserve Force, the Career Path for a MMR, USNR officer should mirror a "Balanced" Active Duty Surface Warfare Officer's Career Path as much as is practical. Factors which improve a naval officer's chances for promotion, according to COMNAVPERSCOM Officer Detailers/Flag Officers/Naval Reserve Association/Prospective, are:

NOTE: COMNAVPERSCOM Prospective "Naval Officer's Magazine" may be viewed at: <http://www.navy.mil/homepages/bupers/perspect.html>

(1) Sustained Superior Performance. Good Annual FITREPS (SELRES only) /annual reports submitted (MMIRRGs' microfiche in lieu on an annual graded FITREP) every year.

(2) AT Each Year with FITREP. Two to 3 year limit at the same AT/SELRES command. If unable to complete an AT due to work conflict, arduous sailing schedule, medical or personal/family hardship, you must submit an AT waiver for that year. Per NAVADMIN 049/97, a "Not Observed" FITREP with comments will be submitted for any AT, ADT, or ADSW less than 90 days. For MMIRRG officers, the annual report is submitted in lieu of an annual graded FITREP.

(3) Participation. Fifty retirement points every year. For MMIRRGs, in addition to 12 AT points and 15 gratuitous points, make up the 23 more points with IPA orders, nonpay orders, or correspondence courses. If you work ashore, transfer into the SELRES as a drilling Reservist.

(4) Complete Appropriate. Correspondence courses.

(5) Service Record Administration. Current photo within 3 months of date of rank and 3-12 months before selection board, all FITREPS, all annual reports (as a MMIRRG only), all Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1.200/1), photocopy of current license, completed Ready Reserve Service Agreement, current address and phone number, physical every 5 years.

(6) Sailing. On license.

(7) Upgrading. License.

(8) Maintaining. Current license.

(9) World-wide Deployable. (For information, active duty only.)

(10) Washington DC/Major Staff Duty. Perform 2-3 AT's at the same command: OPNAV (N42E), COMSC, MARAD, USCG-National Maritime Center, CNSRF, USTRANSCOM.

(11) Awards. Public recognition by your command for a job well done (Active duty and SELRES only).

(12) Increasing. Civilian/military leadership and responsibility.

(13) Education. Obtain a bachelor degree if you don't already have one.

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(14) Post Graduate Education. Get a masters degree.

(15) Joint Military Education. Complete the Naval War College course by AT/ADT, correspondence, nonresident or resident courses.

d. Approximately 6 to 8 months before the convening of your promotion selection board you should request and review a copy of your microfiche record. Paragraphs 3 through 6 of this chapter contain complete information for requesting and reviewing your record. Additionally, it provides instructions for updating your record in the event documents are missing.

11. COMMUNICATION WITH OFFICER PROMOTION SELECTION BOARDS

a. Each officer eligible for consideration for promotion by a selection board may communicate with the selection board. Correspondence must arrive by the convening date of the board. Naval Reserve officers address correspondence to COMNAVPERSCOM at the address found in the COMNAVPERSCOM web page:

President
FY-XX Naval Reserve (Rank Line Promotion Selection Board
Naval Personnel Command
NPC-93
5720 Integrity Drive
Millington, TN 38055-3130

b. Guidelines for written communication are as follows:

(1) You may call the attention of the board to any matter concerning yourself which you feel is important.

(2) The communication may also include, as enclosures, correspondence which relates to you originated by other individuals (e.g., recommendation letters).

(3) Correspondence received independently from other officers which concerns you will not be placed before the board unless it contains a written acknowledgment from you stating that you desire the correspondence to be presented to the board. Correspondence without such an acknowledgment is considered third party correspondence and is returned to the originator.

(4) Correspondence forwarded by electronic or telecommunication means is not acceptable

NOTE: The most likely reason for an officer to write to a promotion selection board is to forward missing documents from the microfiche record. If missing documents are not submitted for microfiche entry at least 3 months before the convening of the board, they will probably not be included in the record. Accordingly, copies of the documents should be submitted to the board with a letter of explanation. If you should choose to write the selection board, be professional, use spell check and use correct naval format.

12. PROMOTION PROCEDURES

a. At the conclusion of a promotion selection board, the SELECTEES are announced via naval message. SELECTEES will be promoted during the next FY.

b. Every month during the FY, the Secretary of the Navy issues a message listing those officers who will be promoted that month. It also gives the date of rank. All dates of rank, other than as ENS or LTJG, will be the first day of the month in which promoted.

c. If you have been selected for promotion, the month you will actually get-promoted is a reflection of your seniority. Officers with more senior rank will get promoted in the first few months of the new FY. However, if you were selected for promotion to LT during your first review by a promotion selection board, your date of rank will be the first day of the month which follows your date of rank as a LTJG but 2 years later.

EXAMPLE:	<u>RANK</u>	<u>DATE OF RANK</u>
	LTJG	15 Apr 1996
	LT	1 May 1998

d. After a promotion date has been determined, NAVRESPERSCEN (N40) (1-800-535-2699 extension 5894/5898) will mail you the paperwork required to effect the promotion. This will normally be 3 to 6 months after the effective promotion date.

NOTE: You cannot assume the title or wear the insignia for a selected rank until you are actually promoted.

13. FREE MEMBERSHIPS. All newly commissioned MMR officers are eligible for free membership in some of the following professional organizations:

a. Naval Reserve Association (NRA). Free 6 month complimentary membership to new officers. Membership includes receipt of the monthly NRA magazine, "NRA NEWS." Information can be obtained by calling or writing to:

Naval Reserve Association
1619 King Street
Alexandria, VA 22314-2793

703-548-5800 FAX: 703-683-3647
Web page: <http://www.navy-reserve.org/nra/>

b. Reserve Officers Association (ROA). Free 1 year complimentary membership which includes receipt of the "ROA" magazine. Interested officers should call or write to:

ROA Membership
1 Constitution Avenue N.E.
Washington, DC 20002-5655

202-646-7727 or 800-809-9448
Web page: <http://www.roa.org/>

c. Navy League. The Navy League was formed in 1902, in New York with the cooperation, and personal funding of President Theodore Roosevelt, as a civilian organization that would speak for the Navy and carry its message to the American People. The Navy League is interested in sea power or supporting the sea services (Navy, Marine Corp, Coast Guard, or Merchant Marine). Civilians are eligible for membership. Active duty military are not eligible for membership, but their spouses and family are eligible. For further information on how to join:

NAVY LEAGUE
2300 Wilson Boulevard
Arlington, VA 22201

1-800-356-5760
Web page: <http://www.navyleague.org/>

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d. U.S. Naval Institute (USNI). Free 3 month introductory membership. Membership includes receipt of the monthly "Proceedings" magazine and discounts on the hundreds of books published by the Institute. To apply for the free membership, mail a postcard with rank, name, service, address, place of commissioning, and date of commissioning to:

WELCOME ABOARD PROGRAM
Circulation Department - U.S. Naval Institute
2062 Generals Highway
Annapolis, MD 21401-9921

410-224-3378
Web page: <http://www.usni.org/>

e. The Nautical Institute. Is an international institution which intends to provide the strongest possible professional focus, dedicated to improving standards of those in control of seagoing craft, while maintaining the Institute as an international center of nautical excellence.

The Nautical Institute
202 Lambeth Road
London SE1 7LQ

(44)171-928-1351
Web page: <http://www.nautinst.org/>

f. The Surface Navy Association. Promotes coordination between business and academic communities who share a common inter Surface Warfare, and to support the activities of the Surface Navy.

The Surface Navy Association
7205 Burtonwood Drive
Alexandria, VA 22307

1-800-NAVY-SNA
Web page: <http://www.cais.com/sna/>

g. The Society of Naval Architects and Marine Engineers (SNAME). Is a professional association dedicated to advancing the art, science, and practice of naval architecture and marine engineering by: (1) Providing facilities for the exchange of information and ideas, (2) disseminating the result of research, experience and information among the members, (3) cooperating with education institutions, and (4) promoting the professional integrity and status of members.

The Society of Naval Architects and Marine Engineers
601 Pavonia Ave
Jersey City, NJ 07306

(800) 798-2188
<http://www.sname.org/>

14. NAVAL RESERVIST NEWS. Published monthly by Commander, Naval Reserve Force. This is mailed to Merchant Marine Individual Ready Reservists upon request only. For a free subscription:

Commander, Naval Reserve Force (N01P)
4400 Dauphine Street
New Orleans, LA 70146-5046

FAX 504-678-5049
e-mail: nrnnews@cnrf.nola.navy.mil
<http://www.ncts.navy.mil/navresfor/n1/n16/n16main.htm>

OFFICER PERMANENT PERSONNEL RECORD MILPERSMAN 1070-020

Responsible Office	COMNAVPERSCOM (NPC-313C)	Phone: DSN 882-3377 Commercial (901) 874-3407
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Policy	The permanent personnel record contains documents which reflect on the character, performance, professional qualifications, and fitness of the officer. The permanent personal record is maintained at COMNAVPERSCOM.
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Microfiche Record Format	The permanent personnel record consists of up to six categories of microfiche:
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- Fiche Number 1: Photograph, Fitness Reports, and Awards
- Fiche Number 2: Professional History
- Fiche Number 3: Personal Data
- Fiche Number 4: Orders
- Fiche Number 5: Privileged Information
- Fiche Number 6: Enlisted Record

When the allotted space for any given field on any fiche is filled, a trailer fiche in the same format as the basic fiche is created. The trailer fiche is identified as 1T01, 1T02, etc., which indicates it is the first, second, or subsequent trailer to officer fiche 1.

Record Corrections/Changes	Any matter that is rightfully placed in the officer's permanent record may not be removed except by authorization of the Secretary of the Navy. Once submitted to COMNAVPERSCOM an official document becomes the property of the Navy Department and is not subject to change. A document may be amended for supplemented by correspondence forwarded via official channels. No changes or modifications may be made except by direction of the Secretary of the Navy.
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This regulation does not prevent officers subordinate to the Secretary of the Navy from correcting administrative or clerical errors.

Record Access/Review	Access to the record is normally limited to the officer concerned, an agent or representative authorized in writing by the officer, COMNAVPERSCOM, personnel who are required to review military service records in the performance of their official duties, duly convened boards of the Department of the Navy, courts-martial, and as directed by a court order signed by a judge.
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Official actions do not include review of records of officers nominated for assignments in the detailing process unless specifically approved by COMNAVPERSCOM or the Assistant COMNAVPERSCOM For Distribution (NPC-4)

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Microfiche for The following microfiche are provided to selection boards:
Selection

Board Review - For active duty officers - Fiche 1, 2, and, if it exists, 5.
 - For USNR (inactive) and TAR officers - Fiche 1, 2, 4, and, if it
 exists, 5.

Fiche 3 may be provided to boards, upon their request, for
determination of medical status.

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OFFICER PHOTOGRAPH SUBMISSION SHEET

PRIVACY ACT STATEMENT

Authority to request this Information is derived from 5 United States Code 301, Department Regulations. Purpose of this Information is to accompany submission of the photograph. The photograph is used for identification, and for of official press releases, when authorized. The photograph and attached information sheet are filed in the officer's official record which is used in the personnel management of Naval Officers. Completion of this form and submission of the photograph are mandatory. Failure to provide either the required Information or the photograph may result in administrative action being taken.

NAME <u>(Print)</u>	<u>Jones</u>	<u>John</u>	<u>P.</u>	<u>123-45-6789</u>
	(Last)	(First)	(Initial)	(Social Security No.)
<u>03</u>	<u>1625</u>	<u>1</u>	<u>MAR</u>	<u>98</u>
(Grade)	(Designator)	(Date Photograph Taken)		

INSTRUCTIONS FOR SUBMISSION OF PHOTOGRAPH

PER MILPERSMAN 5020140

1. Photographs shall
 - a. Upon original app
 - b. Within 1 year (bu
in zone for prom
2. The photograph:
(summer whites r
shoulder forward
inches in height.
3. A menu board of
initial(s), rank, de
placed at or near
4. Group pictures ar
5. Photographs sub
accordance with
6. OPNAVINST 529(
having an establi



s of status, as follows:

which the member is

immer khaki uniform
ed, with the left
hes in width and five

name, first and middle
equence), shall be

outine purposes in
irs releases.

ed naval activities
for this purpose.

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED
If received in error, please contact the sender.

7. Secure photograph against breakage or creasing, label shipping container in upper left-hand corner "PHOTOGRAPH" and forward to the Bureau of Naval Personnel, PERS 313C1, 2 Navy Annex, Washington, DC 20370-3130.
8. I authorize release of my photograph for public affairs releases: ☐ YES ☒ NO

(Signature)

PHOTOGRAPH

OFFICER PHOTOGRAPH SUBMISSION SHEET

PRIVACY ACT STATEMENT

Authority to request this information is derived from 5 United States Code 301, Department Regulations. Purpose of this information is to accompany submission of the photograph. The photograph is used for identification, and for official press releases, when authorized. The photograph and attached information sheet are filed in the officer's official record which is used in the personnel management of Naval Officers. Completion of this form and submission of the photograph are mandatory. Failure to provide either the required information or the photograph may result in administrative action being taken.

NAME (Print)

(Last)

(First)

(Initial)

(Social Security No.)

(Grade)

(Designator)

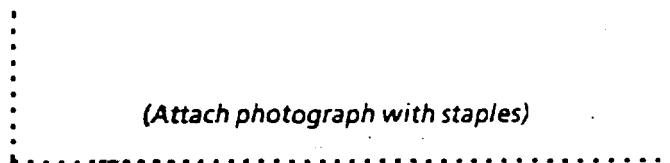
(Date Photograph Taken)

INSTRUCTIONS FOR SUBMISSION OF PHOTOGRAPH

PER MILPERSMAN 5020140



1. Photographs shall be submitted by all officers of the Navy and the Naval Reserve regardless of status, as follows:
 - a. Upon original appointment to commissioned grade.
 - b. Within 1 year (but no less than 3 months) of the convening date of the promotion board in which the member is in zone for promotion to CWO-3 through CWO-4, or O-3 through O-8.
2. The photograph shall be a black and white or color full-length three-quarter view in the summer khaki uniform (summer whites may be used where khakis are not authorized for summer wear), uncovered, with the left shoulder forward, against a plain contrasting background, in a size approximately four inches in width and five inches in height.
3. A menu board of hand-lettered title board (two inch high letters), with the member's last name, first and middle initial(s), rank, designator, and date the photograph was taken (in year, month and day sequence), shall be placed at or near the member's left foot.
4. Group pictures are not acceptable.
5. Photographs submitted become property of the Navy Department and may be used for routine purposes in accordance with the Privacy Act of 1974, and if authorized by the individual for public affairs releases.
6. OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities authorized naval activities having an established photographic laboratory, when requested, to produce photographs for this purpose.



(Attach photograph with staples)

7. Secure photograph against leakage or creasing, label shipping container in upper left-hand corner "PHOTOGRAPH" and forward to the Bureau of Naval Personnel, PERS 313C1, 2 Navy Annex, Washington, DC 20370-3130.
8. I authorize release of my photograph for public affairs releases: ☐ YES ☐ NO

(Signature) _____

PHOTOGRAPH

ATTACHMENT C

OFFICER CD-ROM RECORD AT NAVRESPERSSEN

1. INFORMATION FROM YOUR SERVICE RECORD. Should you require information contained in your service or health records contact NAVRESPERSSEN by calling 1-800-535-2699. The following items are kept in your record at NAVRESPERSSEN, New Orleans.

<u>FORM NUMBER</u>	<u>TITLE</u>
SF 88	Medical Examination Report
SF 93	Medical History Report
DD 214	Certificate of Release or Discharge from Active Duty
DD 215	Correction to DD 214
NAVPERS 1070/605	History of Assignments
NAVPERS 1070/613	Administrative Remarks
OPNAV 5511/14	Security Termination Statement
OPNAV 5520/20	Certificate of Personnel Security, Investigation, Clearance and Access
NAVPERS 1070/602	Dependency Application/Record of Emergency Data
NAVCRUIT 1000/20	Officer Appointment Acceptance and Oath of Office
DD 368	Request for Conditional Release from Reserve or Guard Component
CNAVRES 1321/2	Inactive Duty Training Orders Termination/Cancellation/Modification
SUBJ BCNRI	Board of Correction of Naval Records Letter
SUBJ 09RMC	Retirement (Miscellaneous Correspondence - Officer)
SUBJ 09DSO	Discharge/Separation (Correspondence - Officer)

ATTACHMENT D

1625 (DECK), 1665(DUAL), 1675(ENGINE) AND 1695 (COMMUNICATIONS)
MMR, USNR OFFICERS IN THE SELRES AND MMIRRG

RANK	UNIT PARTICIPATION (NOTE 1) USCG LICENSE/SHORE EMPLOYMENT	YR	ANNUAL TRAINING/ ACTIVE DUTY TRAINING	CORRESPONDENCE COURSES
CAPT	Unit Commanding Officer (CO)/ Executive Officer (XO) MMROCH/OPNAV (N42)/MSCO/NCSO/ NEAT/Shipyard/SUPSHIP/SIMA/ NAVTELCEN/VTU Master; Chief Engineer; Pilot Senior Position Ashore; PE	28	Gaining Command	NWC USMC/USA/USAF Deck Engineering Communication
		26	Exercise-MSC/NCSO/RRF/MARAD SR Course Naval War College (NWC)	
		24	Sr Course National Defense College Washington DC/Major Staff	
		22	Selection Board NRF Ship CV/MCS/DESRON	
CDR	Unit CO/XO/Training Officer (TO) MMROCH/OPNAV (N42)/MSCO/NCSO/ NEAT/NAVTELCEN/Shipyard/SUPSHIP/ SIMA/VTU Master; Chief Engineer; Pilot Senior/Mid-Level Position Ashore; PE	20	Gaining Command Exercise-MSC/NCSO/RRF/MARAD NWC Command and Staff Course	NWC USMC/USA/USAF Deck Engineering Communication
		18	Shipyard/SUPSHIP/SIMA NRF Ship CV/MCS/DESRON	
		16	Selection Board	
LCDR	Unit CO/XO/TO/Admin Officer/ Department Head MMROCH/MSC/NCSO/NEAT/NAVTELCEN Shipyard/SUPSHIP/SIMA/ NRF Ship/Ship Augment Unit Chief Mate; 1st Assistant (Asst) Engineer; Mid-Level Position Ashore; Graduate School; PE/EIT	14	Gaining Command Exercise-MSC/NCSO/RRF/MARAD NWC Command and Staff Course	NWC USMC/USA/USAF Deck Engineering Communication
		12	Armed Forces Staff College Shipyard/SUPSHIP/SIMA/Port Operations	
		10	NRF Ship CV/MCS/FFG/LST Washington DC/Major Staff Schools	
LT	Unit TO/AO/Department Head MMROCH/MSC/NCSO/NEAT/NAVTELCEN Shipyard/SUPSHIP/SIMA NRF Ship/Ship Augment Unit 2nd Mate; 2nd Asst Engineer; Jr/Mid-Level Position Ashore; Graduate School; EIT	8	Gaining Command USNA YP Cruise (1625) Shipyard/SUPSHIP/SIMA/Port Operations	NWC USMC/USAF Deck Engineering Communication
		6	NRF Ship MCS/FFG/LST Washington DC/Major Staff Schools	
		4	MARAD	
LTJG	MMROCH/MSC/NCSO/NEAT/NAVTELCEN/ Shipyard/SUPSHIP/SIMA/NRF Ship/ Ship Augment Unit	2	MSC 101 Course/MMIRRG Advanced Naval Control of Shipping Course	Naval Safety Supervisor
ENS	3rd Mate; 3rd Asst Engineer; Entry Position; Graduate School; EIT	1	Direct Commissioning Officer Course	Naval Orientation

NOTE 1: There are pay billets coded for 1625 and 1675 "Officers that augment into the SELRES. All MMIRRG unit participation is by voluntary, nonpay IPA Orders .

CHAPTER 10

MEDICAL

1. HEALTH RECORDS. MMIRRG officer health records (medical and dental) are maintained at NAVRESPERSSEN in New Orleans (1-800-535-2699 extension 5473). It is NAVRESPERSSEN policy that health records of personnel in the IRR will not be released to Medical Treatment Facilities (MTFs) for conducting physical examinations nor will they be hand carried by personnel performing AT/ADT. Since not carrying health records for physical examinations, or during the performance of AT, is a significant departure from normal Reserve procedures, you will have to explain the circumstances to the medical personnel you encounter. (See attachment A to this chapter for 5 year exam letter.)

2. PHYSICAL EXAMINATIONS

a. Requirement. The periodicity of physical examinations is based on an officer's age as follows:

Up to age 50 -	5 Years
Age 50 to 60 -	2 Years
Age 60 and older -	1 Year

NOTE: Officers are required to inform the MMR Program Office whenever there is a change in physical condition which may interfere with the performance of Reserve obligations.

b. Examining Facility. Physical examinations must be completed at a federal MTF or by a civilian contract physician. Naval Reserve activities are the most common federal MTF where physical examinations are completed or scheduled (see appendix B). The physical is completed on the "Report of Medical Examination" (SF-88) and on the "Report of Medical History" (SF-93). The examination includes a full set of tests including HIV and computation of body fat percentage.

c. Procedures. When the physical examination is completed, the "Report of Medical Examination" (SF-88) and the "Report of Medical History" (SF-93) will be sent by the examining facility to COMNAVSURFRESFOR (N14) for insertion into your health record.

(1) Since the examining facility does not have your medical record, they are often unsure of how to handle your completed physical examination. You should inform them that the completed examination, including the not yet returned tests, especially, the HIV test, must be submitted to COMNAVSURFRESFOR (N14).

(2) You should ask for a copy of your completed examination before leaving the facility. This will often preclude future problems. Ensure that the examination includes body fat percentage and a notation concerning the HIV test.

NOTE: Recommend scheduling 5 year medical exam while on AT the year before its expiration.

3. HIV AND BODY FAT REQUIREMENTS

a. HIV Testing. The HIV test is required in conjunction with your normal physical examination. For overseas and shipboard AT requests, an HIV test must have been completed within the previous 12 months.

b. Height/Weight and Body Fat Standards. Body fat percentage is computed in conjunction with your normal physical examination. The maximum allowable body fat limits will be 22 percent for men and 33 percent for women. The height/weight table is used as a screening tool to determine if body fat measurement is needed.

HEIGHT	MALES	FEMALES
58	132	134
59	137	138
60	142	142
61	147	145
62	152	149
63	157	152
64	162	156
65	167	160
66	172	163
67	177	167
68	182	170
69	188	174
70	192	177
71	196	181
72	201	185
73	206	188
74	211	192
75	216	195
76	221	199
77	226	203
78	231	206
79	236	210
80	241	213

FIGURE 10-1 - MAXIMUM WEIGHT CHART

4. AT MEDICAL REQUIREMENTS

a. Physical Examination. A current physical examination must be on file before the execution of AT orders. The MMR Program Office will accept faxed copies of SF-88 and SF-93 for orders to be cut. (Fax number: 504-678-1148)

NOTE: Whenever a MMIRRG officer requests AT without a current physical examination, or HIV test (overseas/afloat only), the MMR Program Office will not take the AT request until a physical is completed.

5. NAVY PHYSICAL FITNESS STANDARDS. Personnel in the IRR are NOT required to take the Navy's semiannual Physical Readiness Test (PRT). However, you are required to maintain minimum physical fitness standards. If your AT command will be conducting their PRT during your assignment, you should request to participate so that the results can be officially recorded in your FITREP.

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	M		F		M		F		M		F		M		F		
	17	-	19		20	-	29		30	-	39		40	-	49	over	50
SIT-	UPS																
OUT	88		86		84		84		75		74		73		72	68	67
EXC	72		67		68		61		54		54		48		48	45	45
GOOD	60		52		50		45		40		39		35		34	33	32
SAT	45		40		40		33		32		27		29		24	27	22
PUSH	UPS																
OUT	62		36		52		29		45		23		41		22	38	21
EXC	57		31		48		24		41		19		37		18	35	17
GOOD	51		24		42		17		36		11		32		11	30	10
SAT	38		18		29		11		23		5		20		5	19	5
1.5	Mile		Run														
OUT	09:00		11:30		09:15		11:30		10:00		12:00		10:15		12:15	10:45	12:45
EXC	09:45		12:30		10:30		13:15		11:45		13:45		12:15		14:15	12:30	14:45
GOOD	11:00		13:30		12:00		14:15		13:45		15:30		14:30		16:15	15:15	16:45
SAT	12:45		15:00		13:45		15:45		15:30		17:15		16:30		18:15	17:00	19:00
REQ	POINTS																
OUT	278		235		262		226		242		207		234		202	223	193
EXC	252		199		235		187		206		172		193		162	187	155
GOOD	227		168		202		154		175		139		162		129	153	123
SAT	188		142		168		125		144		92		132		83	126	77

FIGURE 10-2 - NAVY PHYSICAL READINESS STANDARDS

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COMNAVSURFRESFOR P1534.1

ATTACHMENT A

QUINQUENNIAL PHYSICAL EXAMINATION MEMORADUM

6120
Memo N14
2 Sep 97

MEMORANDUM

From: Merchant Marine Reserve Program Manager (N14)
To: Merchant Marine Individual Ready Reserve Group Officer

Subj: QUINQUENNIAL PHYSICAL EXAMINATION

Ref: (a) MANMED Article 15-28(c)
(1) Naval Reserve Activities Listing

1. Inactive Naval Reserve officers are required to have a complete physical examination every 5 years per reference (a). If your physical is over 5 years old, you are required to obtain a complete physical examination at the nearest federal Medical Treatment Facility (MTF) as soon as possible.
2. You should contact the nearest Naval Reserve Readiness Command Medical Representative to arrange for your physical. Present this letter at the facility where the examination will be conducted. If you still have trouble or the medical representative has any questions, call the Merchant Marine Reserve Program Office at 1-800-535-2580.
3. Since your medical and dental records are maintained by the Naval Reserve Personnel Center (NAVRESPRESCEN) New Orleans. These records will not be available to the examining facility.
4. Upon completing the quinquennial physical, have the original returned to the address below. We will enter the date of your physical into the Merchant Marine Reserve database and forward it to NAVRESPERSSEN Medical Department. As with all Navy records, we recommend you keep a copy of your physical in your professional files.

Commander, Naval Surface Reserve Force
Merchant Marine Reserve Program Office (N14)
4400 Dauphine Street
New Orleans, LA 70146-5100

5. Payment of pay and allowances, reimbursement of travel expenses, fees for civilian physicians and medical services are not authorized.

//s//
R. J. FURUKAWA
LCDR USNR

CHAPTER 11

GUIDE TO GROOMING / UNIFORMS

1. GENERAL. This chapter covers Navy grooming standards, uniforms, and the correct wearing of insignia and awards. Information for this chapter was taken from "United States Navy Uniform Regulations, 1997" (COMNAVPERSCOM CD-ROM, July 1997)
2. HISTORY. Historically, uniforms have been the product of a sailor's surroundings: Physical, geographical, and technical. Uniforms were provided for protection against the elements or to create distinction among specialists in a growing Navy. Foremost, however, was an element of simplicity providing a uniform that would not interfere with the sailor's everyday tasks. Women's uniforms, on the other hand, were designed to duplicate civilian fashion trends. Today's Navy has narrowed the gap between men's and women's career paths. Women now perform many of the same tasks and have the same specialties as their male counterparts. These changes necessitated a more definitive policy to bring the uniforms of both men and women more closely in line with each other.
3. ENFORCEMENT. These regulations define the composition of authorized uniforms. Navy uniforms are distinctive visual evidence of the authority and responsibility vested in the wearer by the United States. The prescribing authority determines when and where the uniforms in this manual are appropriate for wear. Uniforms and components will be worn per these regulations. Navy personnel must present a proud and professional appearance that will reflect positively on the individual, the Navy and the United States. When in a pedestrian status, in other words, walking from point-to-point while in uniform, it is inappropriate and detracts from military smartness for personnel to have their hands in their pockets, to be smoking or using tobacco products, or to be eating and/or drinking. All personnel will comply with these regulations and be available to teach others the correct wear of Navy uniforms. Exemplary military appearance should be the norm for uniformed personnel. These regulations describe all authorized U.S. Navy uniforms and the proper manner for their wear.
4. GROOMING STANDARDS
 - a. Personal Appearance (Men). Men will be well-groomed at all times and meet the following minimum standards:
 - (1) Hair. Keep hair neat, clean, and well-groomed. Hair above the ears and around the neck will be tapered from the lower natural hairline upwards at least 3/4 inch and outwards not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair will be no longer than 4 inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair will not exceed 2 inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair is not authorized. The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. One (cut, clipped, or shaved) natural narrow part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair will not be worn while in uniform or in a duty status.

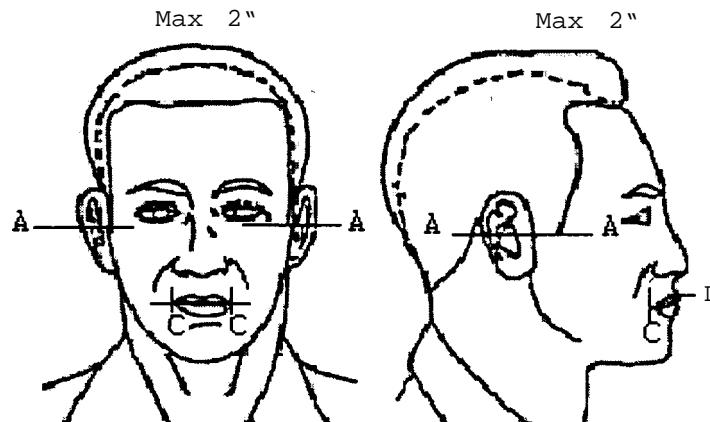
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(2) Sideburns. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns will not extend below the middle of the ear, will be of even width (not flared) and shall end with a clean shaven horizontal line. Figure 11-1 below refers. "Mutton-chops," "ship's captain," or similar grooming modes are not authorized.

(3) Beards and Mustaches. The face will be clean shaven, except mustaches are permitted. A mustache will be kept neatly and closely trimmed. No portion of the mustache will extend below the lip line -of the upper lip. In addition, it will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line "drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed 1/2 inch. Figure 11-1 below refers. Handlebar mustaches, goatees, beards or eccentricities are not permitted. A beard may be worn for health reasons when authorized by a commander/commanding officer on the advice of a medical officer. If a waiver is authorized, facial hair will be kept trimmed not to exceed 1/4 inch in length. Individuals granted a shaving waiver will not shave any facial hair. Commanders/commanding officers monitor progress in treatment to control these waivers.

(4) Hairpieces. Wigs or hairpieces may be worn by active duty personnel while in uniform or duty status only for cosmetic reasons to cover natural baldness or physical disfigurement. Wigs may be worn by Naval Reserve personnel engaged in inactive duty for training. Wigs or hairpieces will be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They will not interfere with the proper performance of duty, or present a safety or Foreign Object Damage (FOD) hazard.

(5) Fingernails. Fingernails will not extend past fingertips. They will be kept clean.



(----- INDICATES SCALP LINE)

FIGURE 11-1 - GROOMING STANDARDS FOR MEN

NOTES:

1. Sideburns will not extend below the middle of the ear as indicated by line "A."
2. When a mustache is authorized:
 - a. It will not go below a horizontal line extending across the corner of the mouth as indicated by line "B."

b. It will not extend more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C." Nor will it protrude below the lip line of the upper lip as indicated by line "D."

3. Hairstyle properly groomed will not be greater than 2 inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than 4 inches in length.

(6) Jewelry. Jewelry is authorized for all male personnel and will be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry will not present a safety or FOD hazard. Jewelry will be worn within the following guidelines:

(a) Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

(b) Earrings. While in uniform, not authorized. Additionally, earrings are not authorized with civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority earrings may be prohibited while in foreign countries. No other articles will be attached to or through the ear, nose or any other body part.

(c) Necklaces/Chokers. While in uniform, only one necklace may be worn and it will not be visible.

(d) Wristwatch/Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

b. Personal Appearance (Women). Women will be well-groomed at all times and meet the following minimum standards:

(1) Hair. Keep hair clean, neatly shaped, and arranged in an attractive feminine and professional style. Hairstyles with a maximum of two braids may be worn. Faddish and exaggerated styles are prohibited. Ponytails and pigtails are not permitted. When in uniform, hair on back of head may touch but not fall below the lower edge of the collar. When wearing jumper uniforms, hair can extend a maximum of 1-1/2 inches below the top of the collar. Long hair, including braids, must be neatly and inconspicuously fastened, pinned, or secured to the head presenting an attractive hair style and may not dangle free at any point. Figure 11-2 of this chapter refers. Hair must not show under the front of the brim of the combination hat, garrison cap, or command ball cap. Afro, natural, bouffant, and other similar hairstyles, which do not interfere with proper wearing of headgear, are permitted. The bulk of the hair will not exceed 2 inches. Bulk is defined as the distance that the mass of the hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish and outrageous multicolored hair is not authorized. Visible hair nets may be worn only if authorized for specific duties such as hospitals or galleys.

(2) Hair Ornaments. Conspicuous rubber bands, combs, and pins are not authorized. When worn, hair ornaments shall not present a safety or FOD hazard. A maximum of two barrettes, similar to hair color, may be used to pin up hair.

(3) Hairpieces. While in uniform or duty status, hairpieces or wigs will be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these regulations. They will not interfere with the proper performance of duty, or present a safety or FOD hazard.

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(4) Cosmetics. Cosmetics will be applied in good taste so that colors blend-with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors will be conservative and complement the individual. Long false eyelashes will not be worn when in uniform.

(5) Fingernails. Fingernails will not exceed 1/4 inch measured from the fingertip. Nail polish colors will complement the skin tone.

(6) Jewelry. Wearing jewelry is authorized for all female personnel and will be in good taste while you are in uniform. Eccentricities or faddishness are not permitted. Jewelry will not present a safety or FOD hazard. Jewelry will be worn within the following guidelines:

(a) Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

(b) Earrings. One earring per ear (centered on earlobe) may be worn with any uniform. Nose rings are not authorized. Earrings will be 6mm ball (approximately 1/4 inch), plain with brushed matte finish, screw-on or with posts. Gold for officers/Chief Petty Officers (CPOs), and silver for enlisted personnel. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms. Body piercing is not authorized.

(c) Necklaces /Chokers. While in uniform, only one necklace may be worn and it will not be visible.

(d) Wristwatch/Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

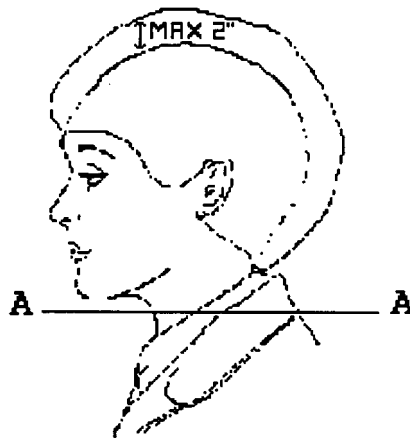


FIGURE 11-2 - GROOMING STANDARDS FOR WOMEN

NOTE: Hair will not fall below the lower edge of the back of the collar as indicated by line "A."

5. UNIFORMS

a. Occasions for Wear

(1) Mandatory. Members of the Naval Reserve not on active duty will wear the uniform of their grade when:

(a) Performing IDT as a member of a Naval Reserve program.

(b) Performing ADT and the necessary travel in connection therewith.

(c) The above requirements may be waived by COMNAVPERSCOM for specific members or units in the Naval Reserve.

(2) Optional. Members of the Naval Reserve not on active duty may wear the uniform of their grade when:

(a) On occasions of an official nature, and on other occasions when the individual's presence is due primarily to membership in the Naval Reserve and wearing a uniform is appropriate.

(b) Instructing a cadet corps or similar organization at approved naval or military academies or other approved academic institutions.

(3) Foreign countries. Reserve personnel, who are not on active duty, living in or visiting a foreign country, may only wear the uniform when on an invitation to ceremonies or social functions, or the regulations or customs of the country demand that attendants wear uniforms.

b. Uniform Requirements. Officers are responsible for buying and maintaining uniforms appropriate to their assigned duties and as required by their prescribing authority. There is no minimum number of uniforms required to be in their possession. Sufficient quantities of uniform items will be procured and maintained to ensure high standards of personal hygiene and appearance. Because of high visibility in leadership positions, high standards of neatness and cleanliness are expected and must be maintained. (See appendices A and B of this chapter for suggested uniform requirement list.)

c. Uniform Procurement

(1) Uniform Catalog. A "Navy Uniform Catalog" is available from any Navy Exchange Uniform Shop or by calling the Uniform Support Center at the numbers listed below.

(2) Ready-to-Wear Clothing. You are authorized to buy uniform items at any Navy Exchange Uniform Shop on the basis of your "Armed Forces Identification Card" (DD 2N (RES)). Additionally, you can order any ready-to-wear item by calling the Uniform Support Center's telephone numbers. The toll-free number provides worldwide service 24 hours a day:

Continental United States (CONUS), Hawaii,	
Virgin Islands, Puerto Rico	1-800-368-4088
Local Virginia	1-757-420-7348
Alaska	1-800-368-4089
Bahrain	800-447
Bermuda	800-626-0485
Canada	1-800-231-6289
Guam	01-800-164-6703
Italy	1678-72441
Japan	0031-11-4026
Singapore	1100-198
South Korea	0078-11-958-8272
Spain	900-98-1292
United Kingdom	0800-89-4372
Overseas DSN	680-8586
FAX (CONUS)	1-800-551-6289
	1-757-424-1604

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(a) Required Information. When placing orders, you will be required to supply the following information:

1. Name
2. Rank
3. Social Security Number
4. Sex
5. Phone Number
6. Shipping Address
7. Items Desired
8. Size
9. Color
10. Fabric
11. Quantity

(b) Hours. An operator will answer your call 24 hours, 7 days a week (except major national holidays).

(c) Billing/Payment. Invoices will be enclosed with your shipment. Payment is due when you receive the merchandise and may be made by personal check, Visa, MasterCard, Discover, bank draft, or money order payable to "Uniform Support Center."

(d) Shipping. Filled orders are shipped free of charge, normally within 7 days after the order is received. Orders are shipped by UPS/Special Handling within continental limits (7 - 10 day delivery) and Air Parcel Post outside continental limits (10-14 days delivery). You will only receive one bill even if items are shipped separately on the same order. Express handling second day delivery service is available for most items at an extra charge which will be added to your bill.

(e) Return Policy. You may return merchandise within 45 days after receipt. Return postage will be credited to your bill. Return packages by regular mail to:

Uniform Support Center
1545 Crossways Boulevard - Suite 200
Chesapeake, VA 23320

(3) Made-to-Measure Clothing. Made-to-measure clothing can be purchased at civilian tailor shops specializing in Naval Uniforms. These tailor shops are usually found in cities with large naval installations. Made-to-measure clothing can also be ordered from the Naval Uniform Made-to-Measure Program. Officers interested in the Made-to-Measure Program should call the numbers listed above or write to:

Naval Uniform Made-to-Measure Program
Uniform Support Center
1545 Crossways Boulevard - Suite 200
Chesapeake, VA 23320

d. Travel Uniform. When traveling on commercial international flights, personnel under orders will wear appropriate civilian clothing. For travel in the United States, Navy personnel using a commercial mode of transportation may wear an appropriate uniform or civilian clothing.

e. Uniform Allowance. MMIRRG officers are entitled to an initial uniform allowance of 200 dollars upon completing 14 days of AT/ADT. The 14 days may be completed during one AT/ADT period or during two different AT/ADT periods which equal or exceed the 14 day requirement. Payment must be requested by letter through the MMR Program Office. The letter must include endorsed copies of the AT/ADT order(s), pay voucher(s), and Oath of Office.

f. General Information

(1) Articles. NO ARTICLES, such as pencils, pens, watch chains, key chain fobs, pins, jewelry, handkerchiefs, combs, large wallets, cigars, cigarettes, pipes, or similar items, SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM. Jewelry, tie clasps, and earrings will be worn as prescribed in the Grooming Section of this chapter.

(2) Headgear. The cap or hat is an integral part of the uniform. Uniform headgear need not be worn when ships are at sea outside harbor limits, except on specific watches specified by the commanding officer, and on ceremonial occasions specified by the commanding officer or higher authority. Wear uniform headgear in port, unless safety prevents doing that.

(a) Outdoor/Indoor Wear. Outdoors, personnel remain covered at all times unless ordered to uncover, or during religious services not associated with a military ceremony. Remove the cap or hat when indoors.

(b) Special Circumstances. A military cover may be removed when riding a bicycle on or off base. Personnel may remove their cap or hat when traveling inside a automobile off base, but must be worn while driving a automobile on a military reservation. A cover is mandatory when entering or within a military reservation, unless wearing the cap is impractical or hazardous.

(3) Glasses

(a) Prescription Glasses. No eccentric or faddish glasses are permitted. Retainer straps are not authorized except for safety or FOD prevention.

(b) Sunglasses. Conservative sunglasses are permitted, except in military formations. Retainer straps are not authorized except for safety or FOD prevention.

(c) Contact Lenses. Tinted contact lenses must be a natural color (blue, green, brown).

g. Officer Uniforms. Officer uniforms are divided into five general categories:

- (1) Formal and Dinner Dress Uniforms
- (2) Ceremonial Uniforms
- (3) Service Dress Uniforms
- (4) Summer/Winter Uniforms

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(5) Working Uniforms

General information about uniforms most often worn by MMIRRG officers is provided below:

(1) Service Dress Uniforms. The Service Dress Blue uniform may be worn during any season while traveling.

(2) Summer/Winter Uniforms. This is the standard uniform for all shore side AT/ADT. Summer uniform fabrics include 100 percent polyester or 65 percent polyester/35 percent cotton blends. Winter uniform fabric consists of 75 percent polyester/25 percent wool. In all cases, the shirt, trouser/skirt, belt and cover fabric must match. The MMR, USNR eagle, and authorized "Ribbons" are required to be worn. (CNT, 100 percent polyester uniforms, are illegal to wear at sea, safety hazard.)

(3) Working Uniforms. This is the standard shipboard uniform. Working uniform fabric consists of 100 percent cotton or 65 percent polyester/35 percent cotton blends. "Ribbons" will not be worn but the MMR, USNR eagle will be worn.

h. Uniform Accessories

(1) Belts. Web belts may be worn with all uniforms. Cloth belts must match the fabric of the uniform. Belt buckles and tips are gold and must be kept polished.

(2) Garrison Caps. Must be made of the same fabric as the uniform with which it is worn.

(3) Shoes. Leather shoes are required for all personnel aboard ship for normal daily operations. Poromeric (i.e., corfam) shoes ashore remain an individual option except in designated hazardous areas where leather safety shoes are required. Poromeric shoes are illegal on ships (safety hazard).

(4) Ties/Tie Clasp/Tack. You may wear it on the four-in-hand necktie, 1 inch below the center of the tie in a horizontal position. The uniform should cover it. It will be gold, plain or decorated, with appropriate insignia to which the wearer is entitled. Tie clasps will be not more than 3/16 inch wide. Tie tacks will be no more than 5/8 inch in diameter. Ties are not to be tucked into the shirt.

i. Collar Insignia Placement

(1) General. Wear miniature sized metal grade insignia on the collar points of khaki and blue shirts.

(2) Manner of Wearing. Line officers wear the grade insignia on both collar points. A Captain's eagle device is worn with the eagle's head looking to the front. A Commander and Lieutenant Commander's device is worn with the stem down.

(3) Lena Sleeve Khaki and Blue shirt. Center the insignia 1 inch from the front and upper edges of the collar. Figure 11-3 of this chapter refers.

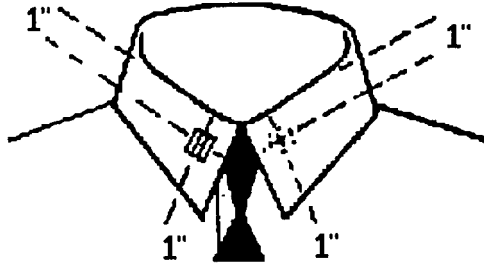


FIGURE 11-3 - LONG SLEEVE KHAKE AND BLUE SHIRT

4. Open Collar Short Sleeve Shirts. Center the insignia 1 inch from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. Figure 11-4 below refers.

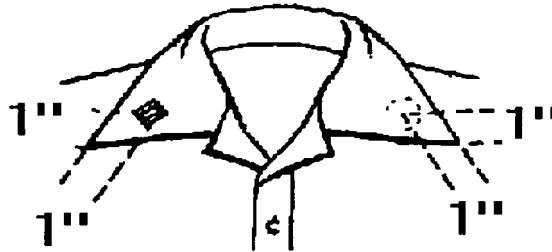


FIGURE 11-4 - OPEN COLLAR SHORT SLEEVE SHIRTS

j. Garrison Cap Insignia Placement

(1) General. Insignia on the garrison cap consists of metal collar size grade insignia and miniature cap device.

(2) Manner of Wearing. Cap devices are worn on the left side of the cap. Rank insignia is worn on the right side of cap. The center of each device will be approximately 2 inches from the front edge of the cap and 1 and 1/2 inches above the bottom edge. Figure 11-5 below refers. A Captain's eagle device is worn with the eagle's head looking to the front. A Commander and Lieutenant Commander's device is worn with the stem down.

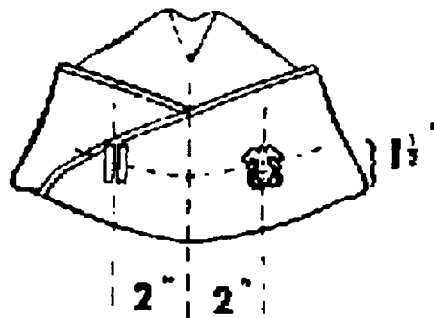


FIGURE 11-5 - GARRISON CAP INSIGNIA PLACEMENT

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k. Shoulder Insignia Placement

(1) General. Wear regular size metal grade insignia centered on the shoulder straps of blue all-weather coats/ raincoats, khaki jackets, and blue jackets.

(2) Manner of Wearing. Place the outer edge of each device $\frac{3}{4}$ inch from the squared end of the shoulder strap. Figure 11-6 below refers. A Captain's eagle device is worn with the- top of the eagle's head toward the collar and the head and olive branch pointing to the front (right and left). A Commander and Lieutenant Commander's device is worn with the stem pointing away from the collar. Lieutenant and below insignia is worn with the bars in a fore and aft direction.

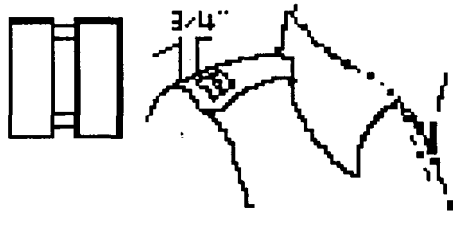


FIGURE 11-6 - SHOULDER INSIGNIA PLACEMENT

1. Naval Reserve Merchant Marine Insignia. A gold embroidered or metal spread eagle surcharged with crossed anchors behind a shield in the center. The letters "U.S." appear on the scroll to the wearer's right of the shield and the letters "N.R." appear on the scroll to the wearer's left of the shield. The device is $2\frac{3}{4}$ inches wide; length of anchors $\frac{7}{8}$ inch; height of shield $\frac{5}{8}$ inch; width of scroll $\frac{3}{16}$ inch; other dimensions proportionate.

(1) Personnel authorized to wear the Naval Reserve Merchant Marine Insignia, and the conditions under which it' may be worn, are as follows:

(a) The Naval Reserve Merchant Marine Insignia is authorized for wear on naval uniforms by any Naval Reserve officer who holds a valid U.S. Merchant Marine officer license provided the individual is not entitled to wear other naval warfare insignia.

(b) U.S. Merchant Marine officers, who are also U.S. Naval Reserve officers, are authorized to wear the Naval Reserve Merchant Marine Insignia on their U.S. Merchant Marine or U.S. Maritime Service uniform.

(c) Members of the Naval Reserve who are serving as officers under licenses issued by the USCG in ships under contract with the Maritime Administration (Title 46, U.S. Code, Section 1131), or who are serving as staff officers on Certificates of Registry issued by the USCG (Title 46, U.S. Code, Section 245), are required by law to wear the Naval Reserve Merchant Marine Insignia.

(d) Members of the Naval Reserve who are serving in merchant ships (or employed by or under the supervision of MARAD in positions which require them to wear a uniform appropriate to an officer), are authorized to wear the Naval Reserve Merchant Marine Insignia with such uniform.

(e) MMR, USNR Midshipman are authorized to wear the insignia.

(2) Manner of Wearing. The Naval Reserve Merchant Marine Insignia is worn on the left side of Navy, Maritime Service, or merchant marine uniforms. Figure 11-7 of this chapter refers.

(a) With Ribbons. The insignia is centered above ribbons with the lower edge of the device 1/4 inch above the top row of ribbons.

(b) Without Ribbons. The insignia is centered above the left pocket with the lower edge of the device 1/4 inch above the top of the pocket.

m. Nametags. Nametags are rectangular not exceeding dimensions of 1 inch by 3-1/2 inches. Nametags are centered 1/4 inch above the right breast pocket. On uniforms without a right breast pocket, place nametags on the right front in a position corresponding to ribbons on the left. Recommend purchasing a standard name tag with white letters on a black background. Do not wear your academy name tag, unless it is plain black with white letters with your last name only.

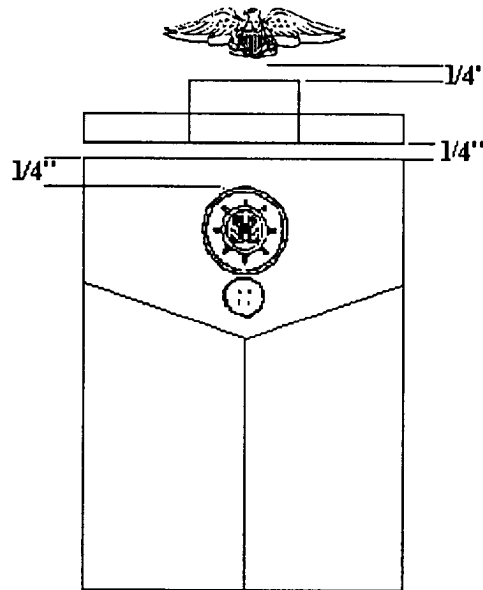


FIGURE 11-7 - WEARING OF THE MERCHANT MARINE INSIGNIA

6. AWARDS

a. U.S. Navy Awards. U.S. Navy awards most often earned by Merchant Marine Reserve, U.S. Naval Reserve officers are listed below in order of precedence:

(1) Military Outstanding Volunteer Service Medal. May be awarded to members of the Armed Forces who subsequent to December 31, 1992, performed outstanding volunteer community service of a sustained, direct and consequential nature. While no specific log of individual service is required or encouraged, a service member should normally perform a sustained, direct hands-on community service over a 3 year period.

(2) Armed Forces Reserve Medal. Eligibility requirements include any officer or enlisted member or former member of the Reserve components of the Armed Forces of the United States who completes or has completed a total of 10 years of honorable satisfactory service (50 points a year) within a period of 12 years. Periods served as Midshipman, USNR, are not creditable.

(3) National Defense Medal. Eligibility is limited to those MMR midshipmen and officers who earned the Maritime Administration's Merchant Marine Expeditionary Medal and who are in good standing with the Naval Reserve.

(4) Merchant Marine Expeditionary Medal. MMR, USNR officers and midshipmen who directly participated in Operations Desert Shield/Storm/Sortie while serving on merchant vessels are eligible for the medal.

(5) Marksmanship Awards. A marksmanship award is an award bestowed upon an individual for proficiency in a particular type of small arm. The most common marksmanship awards in order of precedence are:

(a) Navy Rifle Marksmanship

(b) Navy Pistol Marksmanship

b. U.S. Merchant Marine Awards. U.S. Merchant Marine Awards issued by the Maritime Administration are authorized for wear on U.S. Navy uniforms. In general your ribbons from your academy (non-Department of Defense/Department of Transportation) are not allowed on the naval uniform. Consult U.S. Navy Uniform Regulations for order of precedence. Eligibility and issue of Merchant Marine medals can be obtained by writing MARAD at:

Office of Maritime Labor and Training
Maritime Administration, Room 7302
Department of Transportation
Washington, DC 20590
Attention: Merchant Marine Awards
(202) 366-2646

c. Ribbons. Ribbons are worn on the service coat of dress blue and dress white, and on the shirt of Summer Khaki, Summer White, Winter Blue, and Tropical White. Ribbons are arranged according to seniority from inboard to outboard. Wear ribbons with the lower edge of the bottom row centered 1/4 inch above the left breast pocket and parallel to the deck. The ribbons you have earned wear with pride. Ribbons have to be periodically replaced due to normal wear. (Nothing looks worse than dirty, frayed ribbons.)

7. CIVILIAN CLOTHING. Officers and enlisted personnel are permitted to have civilian clothing in their possession at naval activities ashore when authorized by the prescribing authority. Personnel aboard ship may have civilian clothing when authorized by the commanding officer. Such clothing may be authorized for wear while leaving or returning to ships or stations, while awaiting transportation after permission to leave the ship has been given, while on authorized leave of absence, liberty, or in any off-duty status ashore. Commands are authorized to suspend the wear of civilian clothing for individuals who fail wear civilian clothing as outlined in this section. Civilian clothes privilege may also be suspended for those whose appearance may bring discredit upon the Navy, or who fail to maintain adequate uniforms or seabag requirement properly. Regional commanders and the senior officers present may suspend the privilege of wearing civilian clothing to meet local conditions.

a. Casual Civilian Attire. Naval personnel will ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Navy. Current styles and fashions which are conservative and in good taste are authorized. Tank-top shirts, white undershirts worn as outer garments, cut-off shorts and shower sandals are appropriate civilian attire for occasions such as picnics, athletic events, and other casual daytime activities, otherwise the above items are not acceptable within the confines of a military installation.

b. Drug Avocation Prohibited. Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse is prohibited at all times on any military installation or under any circumstance which is likely to discredit the Navy.

c. Wearing Uniform Articles with Civilian Clothes. Military personnel may-wear the military uniform articles listed below with civilian clothing.

- (1) All-Weather Coat/Raincoat (without (w/o) insignia)
- (2) Belts with civilian buckles
- (3) Cap, Knit Watch
- (4) Command/Navy Ball Cap (w/o insignia)
- (5) Gloves
- (6) Handbag
- (7) Jacket, Black Knit (w/o insignia)
- (8) Jacket, Blue Windbreaker (w/o insignia)
- (9) Jacket, Khaki Windbreaker (w/o insignia)
- (10) Necktie, Four-in-Hand
- (11) Shoes/Socks/Hosiery
- (12) Sweaters Cardigan and Pullover Jersey
- (13) Sweater, Black V-Neck Pullover (w/o nametag)
- (14) Underwear

8. UNIFORMS FOR RESERVE PERSONNEL

a. On Active Duty

(1) Reserve personnel ordered to active duty wear the uniform prescribed for officers and enlisted personnel of their respective grade or rate.

(2) When ordered to active duty, for purposes other than training, Reserve personnel must have the same uniforms required of similarly rated or ranked regular Navy personnel. Reserve officers, on active duty for periods less than 6 months, need not have a sword, sword accessories, or Dinner Dress Jackets.

b. Not on Active Duty

(1) General. Members of the Naval Reserve, who are not on active duty, wear the uniform of their grade or rate when,

(a) Performing IDT as a member of a Naval Reserve program.

(b) Performing ADT and the necessary travel in connection therewith.

(c) The above requirements may be waived by COMNAVPERSCOM for specific members or units in the Naval Reserve.

(2) Special Occasions. Members of the Naval Reserve, who are not on active duty, may wear the prescribed uniform of their grade or rate on occasions of an official nature, and on other occasions when the individual's presence is due primarily to membership in the Naval Reserve and wearing a uniform is appropriate.

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(3) Instruction. Officers and enlisted personnel -of the Naval Reserve, who are not on active duty may wear the uniform of their grade while instructing a cadet corps or similar organization at approved naval or military academies or other approved academic institution.

(4) Foreign Countries. Reserve personnel, who are not on active duty living or visiting a foreign country, may only wear the uniform when on an invitation to ceremonies or social functions, or the regulations or customs of the country demand that attendants wear- uniforms.

NOTE: The uniform requirements for Reserve personnel are per COMNAVRESFOR P4000.1.

APPENDIX A

OFFICER SEABAG LIST

<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>
Belts:		Shirts:	
Black, w/brass buckle	1	Blue, Poly/Wool, LS (wash)	2
Khaki, CNT w/brass buckle	1	Khaki, CNT	2
Khaki, Work w/brass buckle	1	Khaki, Work, Poly/Ctn	2
White, CNT w/brass buckle	1	White, Ctn/Poly	2
White, Ctn w/brass buckle	1	White, CNT	1
Brassieres	8*	White, LS	2
Buttons		Shoes	
Gold (Reefer); set	1	Black, Dress	1
Service Dress Blues (SDB)	1	Safety, Type B	1
Cap Covers:		White, Dress	1
Khaki, CNT	1	Skirt	
Khaki, Poly/Ctn	1	Khaki, CNT	1*
White, CNT	1	Socks	
Combination Hat		Black, Ctn/Nyl	6
Chin Strap, Gold	1	White	2
Cap Cover, Poly/Ctn, White	2	Trousers/Slacks:	
Cap Frame, Black	1	Blue, Poly/Wool (wash)	2
Drawers, Ctn, White	8	Khaki, CNT	1
Gloves:		Khaki, Poly/Ctn	2
White, Ctn	1	White, CNT	1
Black Leather	1	White, Ctn/Poly	2
Handbag		Undershirt, Ctn, White	8
White	1*	Uniforms:	
Black	1*	Service Dress Blue, 15oz	1
Insignia:		Service Dress White	1
Cap Device w/band	1		
Collar Devices; set	1		
Soft Shoulder Boards	1		
Hard Shoulder Boards	1		
MMR, USNR Gold Eagle	1		
Necktie, Black	1		
Overcoat, Mel, W1, B1 P-coat	1		
Raincoat, Blk, All-Weather	1		

* Female items only

NOTE: Refer to COMNAVRESFOR P4000.1 for a detailed listing of uniforms.

CHAPTER 12

STANDARDS OF CONDUCT / CORE VALUES / LEADERSHIP

1. GENERAL. As a Naval Reserve officer, you need to be aware that when wearing the uniform and under military orders, you are held to military standards. These standards are significantly higher than their civilian counterparts. There are five areas that the Navy is meticulous in enforcing regarding Standards of Conduct.

- a. Sexual Harassment
- b. Fraud, Waste, and Abuse
- c. Fraternization
- d. Conflict of Interest
- e. Navy Core Values

2. SEXUAL HARASSMENT/FRAUD, WASTE, AND ABUSE. Guidelines in the areas of Sexual Harassment and Fraud, Waste, and Abuse are essentially common sense and normal, proper behavior. The Department of Defense (DoD) and Department of Navy (DON) place significant emphasis on these areas and maintain the following-toll-free "Hotlines" for reporting offenses:

DoD Hotline	800-424-9098
DON Sexual Harassment Advice Line	800-253-0931

3. FRATERNIZATION. Fraternization in the Navy means that no officer may become unduly familiar with any enlisted person. Further, an officer may not become unduly familiar with another officer who is in the direct chain of command.

4. CONFLICT OF INTEREST. Reserve personnel released from AT/ADT are considered "former employees." They are prohibited from representing anyone other than the United States in connection with matters in which the United States is party or has an interest and in which they were involved or gained knowledge of while on AT/ADT.

a. Reservists will not perform AT/ADT at an activity when their civilian employment or financial interests and their AT/ADT would create a conflict of interest situation. AT/ADT may not afford a Reservist access to privileged information which would be of particular economic or business value to them or their employer.

b. Civilian government employees may not be ordered to AT/ADT in the same billet in which employed as a civilian or in a billet which would be a continuation of their civilian function at another location. In addition, they will not perform any AT/ADT in conjunction with or concurrently with the performance of civilian travel orders issued by a government agency.

5. NAVY CORE VALUES. As in our past, we are dedicated to the Core Values of Honor, Courage, and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service: Active, Reserve, and civilian, must understand and live by our Core Values. For more than 200 years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission; deter conflict around the globe and, if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage, and Commitment as our abiding duty and privilege. Navy Core Values are as follows:

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"HONOR"

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans. I will:

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationship with seniors, peers, and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

"COURAGE"

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity. I will:

- Have the courage to meet the demands of my profession:
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

"COMMITMENT "

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves. I will:

- Foster respect up and down the chain of command.
- Care for the personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, religion or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality and competence in all that I do.

6. FINAL NOTES. As an officer in the U.S. Armed Forces, your commission is held at the pleasure of the President and represents a considerable amount of trust and confidence. Because the potential exists for you to be placed in

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positions of significant responsibility, the slightest infraction which casts doubt on your honesty and integrity results in rapid Navy action to effect an investigation to either clear your reputation or to effect punishment and discharge. As an officer you are expected to be honest and to faithfully discharge your obligations. A quick rule of thumb to avoid all problems is: "If you have to stop and ask yourself whether an action is appropriate, it probably isn't!"

CHAPTER 13

NAVAL CORRESPONDENCE / FITREPS / ANNUAL REPORTS

1. NAVAL CORRESPONDENCE. As a MMIRRG officer you will have a considerable amount of contact with the Navy via the mail. You should keep in mind that your correspondence is your "first impression" and you should use the Navy standard letter format. Provided below are some general rules. A sample letter in the correct format, and showing proper spacing, is provided as attachment A to this chapter.

a. Margins. Allow 1 inch margins on the top, bottom, and sides of each page.

b. Type. Use courier new, 12 font face.

c. Ink. Use only black. Other ink colors do not properly photocopy or microfiche.

d. Rank Abbreviations. Rank is always abbreviated and capitalized as follows:

CAPT, CDR, LCDR, LT, LTJG, ENS

e. SSN/Address/Telephone Number. Include your SSN, current address, and telephone number in all Navy correspondence. Attachment A to this chapter shows the proper location.

NOTE: If you are writing about yourself, DO NOT write in the third person.

2. FITREPS

a. General. FITREPs are some of the most important documents in your record. FITREPs record duty performed, the manner of its performance, professional qualifications, and any commendatory or disciplinary actions received. FITREPs are the primary instrument by which officers are promoted and chosen for more responsible positions.

b. Administrative Requirements. MMIRRG officers do not have a regular reporting senior and do not receive regular FITREPs. MMIRRG officer FITREPs are required as follows:

(1) AT. Regular reports of fitness are required on all Reserve officers when their period of AT exceeds 10 days. However, per NAVADMIN 049/97, FITREPs less than 90 days will be Not Observed (NOB) reports with comments. This change eliminates the requirement for a graded detachment of individual report for Reservists on AT. The command at which the AT is performed will submit the officer's FITREP covering that AT period to COMNAVPERSCOM.

(2) IPA. MMIRRG officers authorized by COMNAVSURFRESFOR to participate with a Naval Reserve unit under an IPA, and who participate consecutively with that unit for a period of 90 days or more, will receive a regular FITREP. For these reports, the commanding officer of the Naval Reserve unit with which the MMIRRG officer trained will be the "Regular Reporting Senior."

c. Distribution of FITREPs. There are three copies to a FITREP and are distributed as follows:

(1) The original copy is sent by the command writing the FITREP to COMNAVPERSCOM where it is entered into your microfiche record.

(2) The "Reporting Senior" copy is maintained by the reporting senior. with their personal papers.

(3) Your personal copy is maintained with your personal papers.

(4) DO NOT send a copy of your FITREP to COMNAVSURFRESFOR (N14) or NAVRESPERCEN.

d. Preparing a FITREP. The following actions will ensure that you obtain the best FITREP possible for your AT period:

(1) While on AT, keep a record of what you accomplish so that you will have factual "bullets" for the FITREP.

(2) During your first week of AT, try to review the FITREP Manual (BUPERSINST 1610.10). Using a blank FITREP, write your entire FITREP and submit it the Executive Officer no later than 3 days before your departure.

(3) Attendance at schools doesn't always result in a FITREP. However, you can request that they complete one and request that they comment on your military bearing, aptitude, and attitude.

3. MERCHANT MARINE RESERVE, USNR ANNUAL REPORT (NAVSURFRES 1534/1)

a. The "MMR, USNR Annual Report" (NAVSURFRES 1534/1) is used by the MMR Program Office to monitor MMR officer fulfillment of their Naval Reserve obligation and to update the MMR database for license level, participation, and employment status. This report is also one of the principal documents used by promotion selection boards to select MMR officers for promotion. A sample copy of this report is provided as attachment B to this chapter.

b. The MMR Program Office distributes this report each December and it must be returned by 31 March. The report covers the previous calendar year, 1 January through 31 December. After completing the report, you return the original and one copy to the MMR Program Office.

c. The original report is submitted to COMNAVPERSCOM for entry into your microfiche record in lieu of an annual graded FITREP. The other returned copy is used for the, Program Office database. Since the report is microfiche, it should be typed since handwritten documents do not photograph well. If typing is not possible, you should bear down heavily and legibly print the information.

NOTE: Submit a copy of your Merchant Marine License with your annual report whenever you renew or upgrade.

ATTACHMENT A

SAMPLE NAVAL LETTER

15 Jun 97

From: LT John P. Jones, USNR-R, 123-45-6789/1625,
123 Dock Street, Seattle, WA 98765-4321
To: Commanding Officer, Naval Reserve Personnel Center (N22)
Via: Commander, Naval Surface Reserve Force (N14)

Subj: REQUEST FOR ADDITIONAL QUALIFICATION DESIGNATION CODE

Ref: (a) COMNAVSURFRESFOR STS 09B-0001B

Encl: (1) Copy of U.S.C.G. License

1. Per reference (a), I request assignment of an AQD code - Deck Officer, Second Mate. Enclosure (1) is a copy of my U.S. Coast Guard license as a Second Mate, Oceans, Any Gross Tons which verifies my eligibility for this AQD.

2. Should you have any questions, I may be reached at the address indicated above or by calling the following telephone numbers:

(H) (999) 111-1111
(w) (999) 222-2222

J. P. JONES

The information collected is required for MARAD and MMR/USNR to determine if respondent complied with terms of his/her maritime service obligation agreement during the reporting period. Public reporting burden of this collection of information is estimated to average one-half hour per response. Send comments regarding this burden estimate or any other aspect of this information collection to the Maritime Administration, Office of Management Services, 400 7th Street, SW, Room 7301, Washington, DC 20590, and to the Office of Management and Budget, Paperwork Reduction Project (2133-0509), Washington, DC 20503. Response to this collection is mandatory under 46 App. U.S.C. 1295b for 46 App. U.S.C. 1295c, as applicable. Confidentiality of information collected will be provided to the extent it is protected under the Privacy Act, 5 U.S.C. 552a. Note: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number is 2133-0509.



U.S. Department of Transportation
Maritime Administration

Maritime Administration Service Obligation Compliance Report and Merchant Marine Reserve, U.S. Naval Reserve (USNR), Annual Report

PART I-INSTRUCTIONS: This Compliance Report must be completed annually by Merchant Marine Individual Ready Reserve Group participants for the period of your service obligation after your graduation. You will be reporting on the status of your reserve commission, U.S. Coast Guard (USCG) License and employment. Failure to report annually is a breach of the service obligation and OPNAVINST 1534.1 and will result in disciplinary action to include active duty in the military or reimbursement of tuition. Complete one original and three copies. Sign all copies as originals. Forward one copy to Maritime Administration (MARAD), Office of Maritime Labor, Training and Safety, MAR-250, 400 7th Street, SW, Washington, DC 20590. Send two copies to COMNAVSURFRESFOR (N14), MMR Program Office, 4400 Dauphine Street, New Orleans, LA 70146-5100. Retain a copy for your records.

1. Rank	2. Name (Last, First, Middle Initial)	3. Social Security Number	4. Designator
5. Address (Street, City, State, and Zip Code)		6. Commissioned Date	7. Reporting Year
8. Are you maintaining your Reserve Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No Branch of Service		9. Maritime Academy Attended/Year Graduated	
10. I HAVE TRANSFERRED TO THE SELECTED RESERVE STATUS AND HAVE AFFILIATED WITH: Unit Reserve Center			
11. Have you Renewed or Upgraded your USCG License since last report? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Renewal/Upgrading (Month/Year)		12. Telephone: () () () () () () (Home) () () () () (Work)	
13. U.S. Coast Guard License Serial No.		14. Date Issued	15. U.S. Coast Guard License Held
16. List Standards of Training, Certification and Watchkeeping (STCW) endorsements since last report, with dates			

PART II

ACTIVE DUTY TRAINING (ADT)

Dates and Number of Days	Name of Command/Course Title/Ship

Correspondence Courses Completed

1.	Points:	4.	Points:
2.	Points:	5.	Points:
3.	Points:	6.	Points:

Inactive Duty Training (IDT) Participation Authorization

Unit	Reserve Center	Dates & Numbers of IDT Periods			
		()	()	()	()
		()	()	()	()
		()	()	()	()
		()	()	()	TOTAL ()

PRIVACY ACT STATEMENT: 46 CFR 310 authorizes collection of this information. The principal purpose of this information is to determine compliance with Training and Service Agreements and status in the Naval Reserve. Routine use is to monitor and update information in MARAD (SIPSAMS) monitoring system and Navy Management Information Systems. Completion of this form and furnishing your Social Security Number (which will be used by this agency only for the purposes indicated above) is voluntary; however, failure to provide this information represents non-compliance with Training and Service Agreements and could result in adverse administrative actions.

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COMNAVSURFRESFORINST 1534.1
COMNAVSURFRESFOR 1534-1

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PART III—EMPLOYMENT: An entry must be made for each period of employment during the Reporting Year. Begin with current job and work back. Attach additional sheets if necessary. U.S. Merchant Marine Academy graduates must complete Part III for 5 years. State academy graduates must complete Part III for 3 years. If you have filed the report on employment for the required number of years you need not complete Part III, unless you have received a MARAD waiver or your employment requires a waiver for participation in the MMR.

A Employer's Name	Category of Employment (Mark an "X" in one box)
Employer's Address (Number, Street, City, State, Zip Code)	a. <input type="checkbox"/> Afloat (See*) d. <input type="checkbox"/> Military/NOAA
Exact Title of Your Position	b. <input type="checkbox"/> Maritime Related Ashore e. <input type="checkbox"/> Graduate School
Dates Employed (Month/Day/Year)	c. <input checked="" type="checkbox"/> Non-Maritime f. <input type="checkbox"/> Unemployed
	*Vessel (Name and Registry) P <input type="checkbox"/> U.S. <input type="checkbox"/> Foreign
B Employer's Name	Category of Employment (Mark an "X" in one box)
Employer's Address (Number, Street, City, State, Zip Code)	a. <input type="checkbox"/> Afloat (See*) d. <input type="checkbox"/> Military/NOAA
Exact Title of Your Position	b. <input type="checkbox"/> Maritime Related Ashore e. <input type="checkbox"/> Graduate School
Dates Employed (Month/Day/Year)	c. <input type="checkbox"/> Non-Maritime f. <input type="checkbox"/> Unemployed
	*Vessel (Name and Registry) <input type="checkbox"/> U.S. <input type="checkbox"/> Foreign
C Employer's Name	Category of Employment (Mark an "X" in one box)
Employer's Address (Number, Street, City, State, Zip Code)	a. <input type="checkbox"/> Afloat (See*) d. <input type="checkbox"/> Military/NOAA
Exact Title of Your Position	b. <input type="checkbox"/> Maritime Related Ashore e. <input type="checkbox"/> Graduate School
Dates Employed (Month/Day/Year)	c. <input type="checkbox"/> Non-Maritime f. <input type="checkbox"/> Unemployed
	*Vessel (Name and Registry) <input type="checkbox"/> U.S. <input type="checkbox"/> Foreign

PART IV. Brief Description of Duties and Responsibilities. State how your maritime-related ashore employment is useful to the U.S. Navy.

AS

PART V. Space for Additional Details. Indicate to which question this information applies.

CERTIFICATION

I certify under penalty of perjury that all of the statements made by me are true, complete, and correct to the best of my knowledge and are made in good faith. A false answer to any question in this statement may be punishable by fine or imprisonment (18 U.S.C. 1001).

Signature (Sign in ink)

Date

CHAPTER 14

MISCELLANEOUS ADMINISTRATIVE INFORMATION

1. GENERAL. This chapter contains information on various administrative items of importance for career management.

2. ADDITIONAL QUALIFICATION DESIGNATION CODES

a. MMR officers are assigned AQD codes based on the level of their merchant marine license. The AQD codes assigned are listed below:

CHARACTER

<u>1st</u>		<u>2nd</u>		<u>3rd</u>	
	<u>Code</u>	<u>Title</u>	<u>Code</u>	<u>Title</u>	
T	D	Deck Officer	M	Master	
			1	Chief Mate	
			2	Second Mate	
			3	Third Mate	
			L	Master, Limited	
	E	Engineer Officer, Steam	E	Chief Engineer	
			1	First Assistant Engineer	
			2	Second Assistant Engineer	
			3	Third Assistant Engineer	
			L	Chief Engineer, Limited	
	F	Engineer Officer, Motor	E	Chief Engineer	
			1	First Assistant Engineer	
			2	Second Assistant Engineer	
			3	Third Assistant Engineer	
			L	Chief Engineer, Limited	

EXAMPLE: Officer with a Master, Unlimited License = TDM

b. When you upgrade your license, you should submit a request for a new AQD. This is accomplished by writing to NAVRESPERSCEN (N22) via COMNAVSURFRESFOR (N14). You need to enclose a copy of your most recent license. (See attachment A to chapter 13 of this publication.)

3. NAVY OFFICER BILLET CLASSIFICATION (NOBC) CODES. NOBCs are four digit codes used to identify particular skills acquired by officers through either education and/or experience. These codes are assigned by NAVRESPERSCEN (N22) based on a written request to NAVRESPERSCEN via COMNAVSURFRESFOR (N14) with copies of your license and discharge certificates. The NOBCs listed below are assigned under your license level

LICENSENOBC

Master, Unlimited (Unl)	9222 (CO Afloat)
Chief Mate, Unl	9228 (XO Afloat)
Second Mate, Unl	9284 (Ship's Navigator)
Third Mate, Unl	9242 (First LT Afloat)
Master, Restricted	9273 (OIC Afloat)
Mate, Restricted	9278 (Ship's Boatswain)
Chief Engineer (Eng), Unl, Steam (Stm)	9369 (Ship Eng, Steam)
Chief Eng, Unl, Diesel	9363 (Ship Eng, Diesel)
Chief Eng, Unl, Stm and Diesel	9362 Ship Eng, General

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LICENSENOBC

1st/2nd Assistant (Asst) Eng, Unl, Stm	9341 (MPA, Stm)
1st/2nd Asst Eng, Unl, Diesel	9336 (MPA, Diesel)
1st/2nd Asst Eng, Unl, Stm and Diesel	9335 (MPA, General)
Third Asst Eng, Unl, Stm	9384 (Main Eng Officer, Stm)
Third Asst Eng, Unl, Diesel	9378 (Main Eng Officer, Gen)
Third Asst Eng, Unl, Stm and Diesel	9378 (Main Eng Officer, Gen)
Eng, Limited	9335 (MPA, General)
Chief Eng, Limited (Nuclear)	9371 (Ship Eng, Nuclear, Gen)
1st/2nd/3rd Asst Eng, Unl, (Nuclear)	9372 (Ship Eng, Nut, Main)
Reactor Operator	9392 (Ship Reactor Officer)

In addition to your license related NOBC, you may also be eligible for one of the following NOBC's for which you need to apply. If you feel you qualify for one of these NOBC's submit a request to NAVRESPERCEN (N22) via COMNAVSURFRESFOR (N14).

NOBCDescription

7901	Ship Activation/Inactivation Officer (SHPACT/INACT)
9019	Convoy Commodore Staff Officer (CVC STF)
9390	Staff Engineer Officer (STF ENG)
9044	Staff Naval Control of Shipping Officer (STF NCSO)
9050	Shipping Control Officer (SHP CTL)
9424	Naval Control of Shipping Officer (NCSO)
9425	Survey and Inspection Officer (Nonengineering)
9426	Survey and Inspection Officer (Engineering) (SURINSP ENG)
9950	Military Sealift Command Commander (MSC CDR)

4. DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (NAVPERS 1070/602)

a. The "Dependency Application/Record of Emergency Data" (NAVPERS 1070/602), better known as a "Page 2," defines your family members and beneficiaries. If you marry and do not update your "Page 2," the disbursing office at your AT site will deny you payment of BAQ at the higher "with family member" rate. Further, your family members will not be able to obtain "Reserve Dependent ID Cards" without a current and correct "Page 2."

b. The "page 2" is maintained by NAVRESPERSCEN (N33) (1-800-535-2699). Before mailing your AT orders, the MMR Program Office will try to obtain the "Page 2" that is on file at NAVRESPERSCEN and mail it with the orders. This "Page 2" is often the first one you ever completed (i.e., unmarried).

c. Generally, a new "Page 2" should be filled out whenever you:

- (1) Marry
- (2) Divorce
- (3) Have children
- (4) Alter your Will

d. As soon as a change occurs requiring a "Page 2" update, immediately contact NAVRESPERSCEN for instruction on completing an update of your Page 2. Upon completion of the update, forward a copy of your "Page 2" to the MMR Program Office.

5. DESIGNATOR CHANGE

a. MMIRRG officers who are employed permanently ashore in nonmaritime related positions often desire to change their designator. Common designator changes are:

- (1) Engineering Duty Officer (1465)
- (2) Special Duty Officer, Intelligence (1635)
- (3) Special Duty Officer, Public Affairs (1655)
- (4) Special Duty Officer, Fleet Support (1705)
- (5) Special Duty Officer, Oceanography (1805)
- (6) Judge Advocate General Corps (2505)
- (7) Supply Corps (3105)
- (8) Civil Engineer Corps (5105)

b. Each officer community has different academic and experience requirements. Officers desiring to change designator should contact the nearest Naval Reserve activity to review the applicable references. (For a sample letter see attachment A to this chapter.)

6. FOREIGN TRAVEL AND RESIDENCE. Naval Reserve personnel on inactive duty, including those in a retired status, who travel or reside in any country not within the jurisdiction of a naval district. Those employed aboard merchant vessels or aircraft of the United States or friendly foreign registry are excepted unless home ported in a foreign country.

a. Upon arrival in and departure from each country, except for brief tours, Reservists will report to the nearest U.S. Naval Attache.

b. If travel or residence will exceed 30 days, the Reservist will submit advance notice to the command holding the service record (for MMIRRG officers, NAVRESPERSCEN) giving the date of departure from the United States, duration of absence, itinerary, including approximate dates of arrival and departure from countries where the U.S. Naval Attache will be contacted, and overseas mail addresses. Official mail will be forwarded via the nearest U.S. Naval Attache.

c. Upon your return to the United States you will report to the command holding the service record.

d. The uniform may be worn only when attending, by formal invitation, ceremonies or social functions at which the wearing of the uniform is required by the terms of the invitation or by regulations or customs of the country but only with prior approval of the nearest U.S. Naval Attache.

e. Except when wearing the uniform as provided above, official naval titles will not be used unless authorized by the nearest U.S. Naval Attache.

7. IDENTIFICATION CARDS [ID]

a. ID Card Issuing Facilities. ID cards can normally be obtained at Naval Reserve activities and Personnel Support Detachments (PERSUPPDET). Other Armed Services are also able to issue ID cards. You should call ahead to the ID card issuing activity to verify the days/times for issuing ID cards.

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b. Armed Forces ID Card (DD 2(RES)). There are two ways to obtain your military ID card:

(1) **Call** NAVRESPERSSEN and have them mail you the completed "Application for Uniformed Services Identification Card/DEERS Enrollment" (DD 1172). You then have 90 days in which to go to an ID card issuing facility and obtain your card.

(2) Visit an ID card issuing facility and have them call NAVRESPERSSEN to verify the data required on the application or bring a proof of ID with SSN. They can then issue you the card.

NAVRESPERSSEN Telephone Numbers:

Toll-Free: 800-535-2699 or 800-966-9174
Commercial: 504-678-5891/5402/5404 (SSN 00-49)
504-678-5430/5432/5434 {SSN 50-99}

NOTE: SSN is the last two digits of your SSN.

c. Reserve Dependent ID Card (DD 1173-1 or NAVPERS 5512/7). Spouses, children, and stepchildren are eligible for a "Reserve Dependent ID Card." Children must normally be between the ages of 10 and 21. Before issuing a "Reserve Dependent ID Card," your "Dependency Application/Record of Emergency Data" (NAVPERS 1070/602) at NAVRESPERSSEN must correctly indicate your family members. If NAVRESPERSSEN has the correct family data on file, you can call and request that they mail you a completed "Application for Uniformed Services Identification Card/DEERS Enrollment" (DD 1172). Your family members then has 90 days in which to go to an ID card issuing facility to obtain the card.

8. INTERSERVICE TRANSFER. Officers who seek commissions in other armed services must have the Recruiting Officer complete a "Request for Discharge or Clearance from Reserve Component" (DD 368). Alternatively, the Recruiter may submit a letter requesting your "conditional release." The Recruiter sends the form or letter to NAVRESPERSSEN (N25). Approval of your "conditional release" by NAVRESPERSSEN is authorization for your release from the Naval Reserve. Should you subsequently not accept or receive the other service's commission, you are still in the Navy. If you do accept a commission in the other service, a copy of your new "Oath of Office" must be submitted to NAVRESPERSSEN (N25). Once your "Oath of Office" is received, you will be discharged from the Naval Service effective the day before your acceptance of the new commission.

9. IRR SCREENING. As directed by Congress, DoD must screen all Ready Reserve personnel for mobilization potential at least once a year. This screening is conducted either by recalling personnel for paid ADT at a nearby military facility, or via a mail screening. Mail screenings are conducted monthly and are sent to individuals whose birth date occurs that month.

10. NAME CHANGE

a. A change of name in official records is made only after an administrative examination of the evidence and approval by COMNAVPERSCON. A change of surname due to marriage or divorce will be reported immediately.

b. Requests for change of name should be submitted through the MMR Program Office and must be accompanied by a photocopy of:

(1) Marriage certificate

(2) Final divorce decree containing provision for restoration of maiden name

(3) Court order authorizing name change

c. Changes of name are effective for Navy record purposes from the date of Chief of Naval Personnel authorization as indicated on the "Notification of Change in Service Member's Official Records" (DD 1343).

11. READY RESERVE SERVICE AGREEMENT (NAVPERS 1200/1)

a. After completing your initial 8 year MSO, you will be assigned to the Inactive Status List (ISL) (USNR-S2) unless you execute a "Ready Reserve Service Agreement" (NAVPERS 1200/1). This is commonly called a "Ready Reserve Agreement." If you are serious about a Naval Reserve career, you will execute a "Ready Reserve Agreement" before your initial MSO has expired.

b. Executing a "Ready Reserve Agreement" neither increases nor reduces your obligated service; specifically, you do not incur any additional obligation. Essentially, executing a "Ready Reserve Agreement" means that you desire to continue your Ready Reserve status for an indefinite period. It may be terminated at any time provided you have completed your MSO. It automatically expires after completing your MSO under the following circumstances:

(1) Failure to meet minimum participation requirements. (See chapter 2, paragraph 5 of this publication.)

(2) Promotional attrition due to twice having failed for selection to the next higher grade. (See chapter 2, paragraph 6 of this publication)

(3) Exceeding maximum age-in-grade restrictions.

c. You can obtain a copy of the "Ready Reserve Agreement" at any Naval Reserve activity or by calling NAVRESPERSCEN. The agreement cannot be accepted unless you have a military physical examination which has been completed within the previous 12 months. Recommend submitting your "Ready Reserve Agreement" with your physical examination required at your 5th year of commissioned service.

NOTE: If you are not serious about a Naval Reserve career, at the end of your MOS, you should submit a letter of resignation.

12. RESIGNATION

a. Commissioned officers in the Naval Reserve hold appointments at the pleasure of the President and such appointments are for an indefinite term. Requests for separation will normally not be excepted prior to completion of MSO.

b. Obligated officers in the following categories may submit their resignations and normally expect favorable action:

(1) Officers who become professionally accepted as a doctor, a dentist, or an ordained minister.

(2) Officers who have been found by the Chief, Bureau of Medicine and Surgery to be not physically qualified.

(3) Officers who present satisfactory evidence that their retention in the Naval Reserve presents a genuine hardship which cannot be resolved in any manner other than by their complete separation.

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c. Obligated and nonobligated officers may request that their resignations be accepted contingent upon subsequent presentation of satisfactory evidence of their appointment or enlistment in a Regular or Reserve component of another branch of the Armed Forces or Public Health Service. (See "Inter-service 'Transfer" procedures in paragraph 8 of this chapter.)

d. Separation requests are submitted in standard Navy letter format to the Secretary of the Navy via NAVRESPERSCEEN. A sample letter is provided as attachment B to this chapter.

13. SECURITY INVESTIGATIONS. All officers entering military service-usually have either an Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC) completed prior to acceptance. These security investigations are valid for a period of 15 years and allow authorization for access to classified information up to SECRET. Personnel in the IRR typically do not have "Security Clearances." When performing AT, the MMR Program Office submits a message to the AT site certifying that- you have a current security investigation on file. The AT site can then. authorize "temporary" access to classified information up to the highest level allowed by the security investigation.

NOTE: Failure to actively participate in the MMR program (i.e., doing no AT or IPA 2 years consecutively or a break in service of more than 12 months) will result in the removal of your security clearance. Loss of security clearance requires a new investigation, will jeopardize your standing as a Naval officer, and could result in disapproval of AT requests if the gaining command requires a valid security clearance.

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ATTACHMENT A

SAMPLE COPY OF CHANGE IN DESIGNATOR

4 Mar 97

From: LT John P. Jones, USNR-R, 123-45-6789/1625,
123 Dock Street, Doylestown, PA 98765-4321
To: Chief of Naval Personnel (Pers 912)
Via: (1) Chief of Naval Operations (N42)
(2) Commander, Naval Surface Reserve Force (N14)

Subj: CHANGE OF DESIGNATOR FROM 1115 TO 1625

Encl: (1) Current Copy of U.S. Coast Guard License

1. Respectfully request a change of designator from 1115 to 1625. Enclosure
(1) is submitted for documentation.
2. I have kept up-to-date in the merchant marine industry by
.....
3. I am currently employed in the transportation industry
.....
4. My current work and home phone numbers are

J. P. JONES
LT USNR

Attachment A
to Chapter 14

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ATTACHMENT B

SAMPLE COPY OF RESIGNATION

24 Oct 97

From: _____

(Rank/Name/USNR/SSN/Designator/Address)

To: Secretary of the Navy

Via: (1) Commander, Naval Surface Reserve Force (N14)
(2) Commanding Officer, Naval Reserve Personnel Center (N25)

Subj: RESIGNATION FROM THE NAVAL SERVICE

Ref: (a) MILPERSMAN Articles 3838300, 3830320, 3830340

1. Per reference (a), I hereby submit my resignation from the naval service of the United States, and request that it be accepted. I have been informed and understand that if this resignation is accepted I will subsequently receive a certificate of honorable discharge from the naval service.

2. To my knowledge, I am not financially indebted to the Government of the United States. The following information is provided and correct to the best of my knowledge:

Date of Birth:

Commissioning Source:

Date of Commissioning:

Address:

Daytime Telephone:

3. I have completed my 8 year military service obligation.

Signature

CHAPTER 15

FULL-TIME ACTIVE DUTY

1. ACTIVATING YOUR COMMISSION. If after commissioning in the MMR, USNR Program you desire to serve on active duty, you must submit an "Application for Recall to Extended Active Duty" (NAVPERS 1331/5) directly to the COMNAVPERSCON (NPC-252). A duplicate copy of the application should be forwarded to the MMR Program Office for inclusion in your service record at NAVRESPERSCON. A sample of this form is shown as attachment A of this chapter. Copies of the form may be obtained by calling the MMR Program Office or by visiting a local Naval Reserve activity. Navy Officer Recruiters can provide information on specific programs, but they do not process your recall request since you already hold a commission and are only seeking to activate it.

a. When completing the "Application for Recall to Extended Active Duty," include which program you are applying for (e.g., submarine training; nuclear power training; surface warfare; aviation; naval flight officer; fleet support; or general recall). You should also attach a resume which details your sailing and/or professional experience. Should you have any questions when completing the form, call the Program Office for assistance. After submitting your recall request, you should receive a response in 6 to 8 weeks. Your chances of getting recalled to active duty are best if your recall selection board is before your third year of commissioned service.

b. At present, the minimum active duty recall period is 2 years. Flight training, submarine training, or nuclear power training programs will require more than 2 years; your local Navy Officer Recruiter has details. The earlier in your career you apply, the greater are your chances of acceptance. If your recall request is accepted, you will be assigned a designator appropriate to the training pipeline you requested (e.g., aviation, submarine, surface, etc).

2. TRAINING AND ADMINISTRATION OF THE RESERVE (TAR) PROGRAM. In addition to the 2 year general recall described in the paragraph above, you may also apply for the TAR Program. TAR officers initially attend Surface Warfare Officer School followed by a sea tour. The TAR officer community offers a career path comparable to that of the regular Navy with a normal sea/shore rotation and opportunity to qualify for command at sea/ashore. Shore tours are in support of the Naval Reserve at Reserve centers, readiness commands, and major staffs. The TAR Program is a 3 year active duty commitment. Applicants for the TAR Program submit the "Application for Recall to Extended Active Duty" to the COMNAVPERSCOM (NPC-252) with additional copies to the MMR Program Office and to the TAR Detailer (NPC-4417).

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APPLICATION FOR RECALL TO EXTENDED ACTIVE DUTY
 NAVPERS 1331/5 (Rev. 1-80)
 S/N 0106-LF-013-3127

PRIVACY ACT STATEMENT

Authority to request this information is derived from 5 United States Code, 301, Departmental Regulations. Purpose of this form is to provide a means for an individual to request voluntary recall to extended active duty, and the information is used to evaluate the individual's request. The form is subsequently filed in an individual's official personnel record for any other routine personnel management action required. If voluntary recall to extended active duty is desired, then completion of all information on this form is mandatory. Failure to provide requested information may result in an inability to process the application.

TO: Commander, Naval Military Personnel Command (NMPC-213), WASHDC 20370

NAME (Last, first, middle)		GRADE	SOCIAL SECURITY NO.	DESIGNATOR	DATE OF RANK
RESERVE UNIT TO WHICH ATTACHED OR COMMAND HOLDING YOUR RECORDS		DATE OF BIRTH	MARITAL STATUS	NO. OF DEPENDENTS	AGES OF CHILDREN
TOTAL NAVAL SERVICE		DATE LAST RELEASED FROM EXTENDED ACTIVE DUTY			
	ACTIVE (Years-Months)	INACTIVE (Years-Months)	REASON FOR RELEASE		
OFFICER					
ENLISTED					

In accordance with the provisions of BUPERS Manual, Art. 1820320, it is requested that I be recalled to active duty. The following information is furnished.

REASON FOR REQUESTING RECALL TO ACTIVE DUTY:

BRIEF RESUME OF CIVILIAN EMPLOYMENT AND/OR EDUCATION SINCE RELEASE TO INACTIVE DUTY:

AVIATORS ONLY - TOTAL FLIGHT TIME AND CARRIER LANDINGS BY TYPE WITH YEAR(S) IN WHICH PERFORMED

TYPE AIRCRAFT	TOTAL HOURS	YEAR PERFORMED	TYPE AIRCRAFT	TOTAL HOURS	YEAR PERFORMED
		M			

LENGTH OF ACTIVE DUTY AGREEMENT DESIRED (Maximum - 5 years)	MINIMUM ACCEPTABLE ACTIVE DUTY AGREEMENT (Minimum - 2 years)
DESIRED REPORTING DATE	NUMBER OF DAYS ADVANCE NOTIFICATION NEEDED

PREFERENCES FOR DUTY ASSIGNMENT	TYPE OF DUTY
LOCALITY	
1.	
2.	
3.	
HOME ADDRESS (include Zip Code) AND TELEPHONE NO.	ADDRESS TO WHICH ORDERS SHOULD BE MAILED (If other than home address) (include Zip Code)

ADDITIONAL COMMENTS:

DATE SUBMITTED	SIGNATURE
----------------	-----------

U.S. Government Printing Office: 1981-783-188/6482 2-1

Attachment A
 to Chapter 15

CHAPTER 16

RETIREMENT

1. ELIGIBILITY. Reservists may qualify for retirement with pay by completing 20 years of qualifying service, of which the last 8 years must have been in a Reserve component. Qualified Reservists are eligible, upon application, to commence receiving retirement pay and other benefits after reaching age 60.

a. Years of Qualifying Service. A year of qualifying service is an anniversary year in which a Reservist earns a minimum of 50 retirement points. In anniversary years in which fewer than 50 retirement points are credited, the earned points are added to the cumulative retirement point total, but that anniversary year is not a qualifying year.

b. Anniversary Year. The date a member first enters a Reserve component establishes their anniversary date. For most MMR officers, the anniversary date is the day of commissioning (e.g., 15 June). An anniversary year is the period from the anniversary date to a date 365 days later (366 days in a leap year). If there is a break in Reserve service, a new anniversary date will be established.

2. ELIGIBILITY TO EARN RETIREMENT POINTS

a. Reservists may earn retirement points if they are:

- (1) Members on active duty
- (2) Members of the Ready Reserve (USNR-R)
- (3) Members of the Standby Reserve - Active (USNR-S1)

NOTE: The MMIRRG is part of the Ready Reserve.

b. Reservists may not earn retirement points if they are members of the Standby Reserve - Inactive (USNR-S2) or members of the Retired Reserve.

3. EARNING RETIREMENT POINTS. Retirement points may be earned in any one or a combination of the following methods:

a. Active Participation. One point is credited for each day of active duty, AT, or ADT including travel time performed under orders.

b. Inactive Participation

(1) Membership. Fifteen gratuitous retirement points are awarded each complete anniversary year if the member is in an active status (i.e., USNR-R or USNR-S1).

(2) IDT Periods (Drills). One point is credited for each 4 hour IDT period attended. The normal maximum is two IDT periods per day.

(3) Professional Training. MMIRRG officers may earn up to five retirement points per anniversary year by attending, in a civilian status, maritime courses approved by the MMR Program Sponsor or up to 35 points for STCW training/sea service for license upgrade/renewal.

(4) Correspondence Courses. Varying points are credited for satisfactory completion of authorized military correspondence courses depending upon the course completed.

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4. RETIREMENT POINT LIMITS

a. A member may not receive more than 365 retirement points (or 366 in a leap year) in any anniversary year.

b. A maximum of 75 retirement points for inactive participation, including the gratuitous points for membership, may be credited in any anniversary year. Points earned from active participation, (i.e., active duty and AT/ADT) may be added to the 75 point limitation.

5. RETIREMENT POINT RECORDING. Retirement points are recorded in the Navy Enlisted/Officer Participation System (NEOPS). This is an automated database system designed to capture retirement points. This system is managed by NAVRESPERSSEN (N21) (1-800-535-2699 extension 1825). The objective of NEOPS is to ensure that each member receives full credit for all military participation. Reservists have the opportunity to audit and correct retirement point credit each year when they receive the "Annual Retirement Point Record" (ARPR) (NAVRESPERSSEN 1070/124).

6. ARPR. The ARPR is mailed by NAVRESPERSSEN to all officers of the Ready Reserve (USNR-R), who are not on extended active duty, and to officers of the Standby Reserve-Active (USNR-S1). The ARPR contains retirement points credited for the preceding anniversary year, total points credited, total cumulative retirement points credited, and total years of qualifying service. It is prepared approximately 5 months after an officer's anniversary year is completed. A sample ARPR is provided as attachment A to this chapter.

7. RECONCILIATION OF THE ARPR. Should you find that the ARPR is incorrect, reconciliation procedures are as follows:

a. AT/ADT. Submit one copy of your endorsed orders, including the disbursing officer's endorsement (NAVCOMPT 2120) to NAVRESPERSSEN (N21).

Commander, Naval Reserve Personnel Center (N21)
4400 Dauphine Street
New Orleans, LA 70149-7800

b. IPA. Submit one copy of the endorsed IPA to NAVRESPERSSEN (N21).

c. Correspondence Courses. Submit a certified copy of the course completion certificate to NAVRESPERSSEN (N21).

d. Professional Training. Submit a copy of the COMNAVSURFRESFOR Endorsement Letter authorizing retirement point credit for attendance at the Professional Training to NAVRESPERSSEN (N21).

8. NOTICE OF ELIGIBILITY (NOE) FOR RETIRED PAY AT AGE 60 (NRPC 1820/6). Within 1 year after completing the requirements for voluntary retirement, officers will be issued a NOE by NAVRESPERSSEN. To be issued a NOE, an officer must:

a. Complete 20 years of qualifying service in any branch of the armed services or Reserve components.

b. Not be entitled, under any other provision of law, to retired pay from an armed force.

c. Serve the last 8 years of qualifying service as a member of a Reserve component. These last 8 years need not have been continuous.

9. ALTERNATIVES AFTER RETIREMENT ELIGIBILITY. Officers who complete 20 years of qualifying service and receive a NOE may:

a. Continue Active Membership (USNR-R). Continue to increase your, retired pay by earning additional points. This option also allows you to add years of service (longevity) which increases basic pay and affords you the opportunity for continued promotion.

b. Request Transfer to the Retired Reserve (USNR-RET). No additional points or years of service may be accrued. However, longevity for pay purposes continues to accrue until retired pay has been granted.

c. Resign. Return to civilian status. Eligible for retired pay upon reaching age 60. Not placed on Retired List, nor subject to recall to active duty .

10. SERVICE-IN-GRADE REQUIREMENTS. Inactive duty officers selected for promotion after 1 October 1989 who accept promotion to the next higher grade must meet the following service-in-grade requirements or otherwise request retirement in their previously held grade.

<u>Grade</u>	<u>Service-in-Grade Requirements</u>
04 or Lower	6 Months
05 or Higher	3 Years

NOTE: To satisfy "Service-in-Grade" requirements, members are required to earn a minimum of 50 retirement points each anniversary year (see paragraph 18 of this chapter).

11. TRANSFER TO RETIRED RESERVE (WITHOUT PAY). Naval Reservists may be transferred to the Retired Reserve (Without Pay) either involuntarily by reason of age, or voluntarily by submitting an application when qualified.

a. Involuntary Transfer. All officers, Ensign and above, will be transferred to the Retired Reserve (Without Pay) on the first day of the month in which they become 62 years of age.

b. Voluntary Transfer. Upon application, a member of the Naval Reserve may be transferred to the Retired Reserve (Without Pay) if they meet at least one of the following requirements:

- (1) Has completed a total of 20 years of qualifying service;
- (2) has completed 10 years or more of active federal commissioned service; or
- (3) has attained the age of 37 years in addition to one of the following:
 - (a) Has completed a minimum of 8 years of qualifying service;
 - (b) has completed a minimum of 8 years of service provided they have served honorably on active duty in time of war or national emergency for at least 6 months; or
 - (c) has consistently supported the Armed Forces in an outstanding manner, as determined by the Secretary of the Navy.

NOTE: Transfer to the Retired Reserve (Without Pay) under options 2 and 3 above are termed "Honorary" retirements and do not authorize an officer to receive retirement pay or benefits.

c. Application Procedures. Officers must forward their requests to NAVRESPERSCE (N22) not earlier than 12 months and not later than 6 months

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before the requested date. The request should contain a copy of the NOE and the requested date must, by law, be effected on the first day of the month.

12. TRANSFER TO THE NAVAL RESERVE RETIRED LIST (WITH PAY). Individuals are responsible for applying for transfer to the Naval Reserve Retired List (With Pay). THIS IS NOT AN AUTOMATIC PROCESS.

a. Eligibility. To transfer to the Naval Reserve Retired List, a Reservist must be 60 years of age or older and complete the requirements for the issuance of an NOE.

b. Application Procedures. Approximately 9 months before their 60th birthday, NAVRESPERSSEN (N22) sends an application package to eligible personnel. Members must complete the application and return it to NAVRESPERSSEN (N22) within 30 days of receipt to allow sufficient time for processing. The effective date of retired pay is the date of initial eligibility (attainment of age 60) or a subsequent date elected by the member.

13. COMPUTATION OF RETIRED PAY RECEIVED AT AGE 60. The rate of retired pay is based on a formula using the total number of retirement points accrued. The formula is as follows:

$$(\text{Total Points}/360) \times (0.025) \times (\text{Basic Pay}) = \text{Retirement Pay per month}$$

NOTE: Obtaining the minimum 50 retirement points per year for 20 years of Reserve service, retiring as a CDR is \$339 per month at age 60. Obtaining the minimum 50 retirement points per year for 30 years of Reserve service, retiring as a CAPT is \$645 per month at age 60. (These are fiscal year 1998 pay scale calculations.)

14. HIGH-THREE YEAR AVERAGING

a. Members who initially enter military service after 7 September 1980 have their retired pay computed on the basis of a "high-three year" average formula. These members receive the same entitlement for each year of service creditable for retirement, but the basic pay amount in the formula above is an average of the amount of base pay the member would have received during the last 3 years before becoming eligible to receive retired pay had he or she been on active duty.

EXAMPLE: An officer is sworn into the Navy on 10 September 1980. They receive an NOE at age 43 and transfers to the Retired Reserve at age 47. The retirement pay the officer will receive at age 60 will be based on the average of the base pay they would have received during the 3 years immediately prior to turning 60 years of age (i.e., during the years he or she is 57, 58, and 59) had the officer been on active duty.

b. A member will be retired in the highest rank in which service was satisfactory in any branch of the Armed Forces.

15. OBLIGATIONS

a. Recall. Retired Reservists are liable for involuntary recall to active duty in time of war, or national emergency declared by Congress, or when otherwise authorized by law. Members may also be recalled to active duty in a retired status, subject to their consent, at the discretion of the Secretary of the Navy.

b. Mailing Address. Retired Reservists must keep NAVRESPERSSEN (N3) advised of their current address. When a temporary change of residence of 6 months or less is contemplated and mail cannot be delivered promptly by means of the existing mailing address, they must inform NAVRESPERSSEN (N3) of their

temporary address at the beginning of their temporary residence and at the end of such residence. Changes of permanent mailing address will also be reported to the Defense Finance and Accounting Service (DFAS), Cleveland Center, if receiving retired pay.

c. Travel and Residence Overseas. Retired Reservists not on active duty who desire to travel or reside outside the United States for a period in excess of 30 days must report their departure, expected duration of travel or residence, countries to be visited, and forwarding address to NAVRESPERSCEN (N3). Permission to leave the United States is not required. Changes of permanent mailing address should also be reported to DFAS as mentioned in the above paragraph. Retired Reservists who plan to travel or reside in any country not within the jurisdiction of an area commander will, upon arrival in and departure from each country, except for brief tours, report their presence to the nearest U.S. Naval Attache as a matter of courtesy by personal visit or by letter. In the absence of a Naval Attache in the country, notify the U.S. Military or Air Attache or the civilian representative of the American Embassy or Consulate.

d. Employment Restrictions. Reservists not on active duty may accept employment in any civil branch of the public service of the United States, or may be employed in civilian professions or occupations including the practice of such professions or occupations before or in connection with any department of the Federal Government of the United States. However, civil employment and compensation therefore with any foreign government or any concern controlled in whole or in part by a group of governments including the United States is subject to the approval of the Secretary of the Navy and the Secretary of State. Members and former members of the Naval Reserve in receipt of retired pay are exempt from the dual compensation aspect of the Dual Employment Act of 1964. Social security and civil service retirement pay benefits may be received concurrently with retirement pay. Neither pension nor disability compensation benefits from the Department of Veterans Affairs may be received concurrently with retired pay. Retired pay may be waived in part or in whole to receive pension or disability compensation from the Department of Veterans Affairs.

16. PRIVILEGES FOR MEMBERS OF THE RETIRED RESERVE (WITHOUT PAY)

a. Identification Card. Retired Reservists (Without Pay) are entitled to a "Armed Forces Identification Card" (DD 2 (RES)). Cards may be obtained by submitting an "Application for Uniformed Services Identification Card/DEERS Enrollment" (DD 1172), together with a copy of retirement orders, to NAVRESPERSCEN (N3).

b. Wearing of the Uniform. Per U.S. Navy Regulations, retired personnel, not on active duty, are entitled to wear the prescribed uniform of the grade in which retired when the wearing of the uniform is considered to be appropriate.

c. Use of Military Title. Retired personnel may use their military titles subject to certain restrictions and the exercise of good judgment.

d. Correspondence Courses. Retired personnel are eligible to apply for naval correspondence courses, however, retirement points will not be earned.

e. Additional Benefits. Retired members (Without Pay) are eligible for:

- (1) Space available transportation
- (2) Unlimited Use of Exchanges and Category "C" (Revenue Generating) Morale, Welfare, and Recreation (MWR) Facilities
- (3) Limited use of commissaries

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(4) Servicemen's and Veteran's Group Life Insurance

NOTE: "Honorary" retirees are entitled only to "Wearing of the Uniform" and "Use of Military Title."

17. PRIVILEGES FOR MEMBERS ON THE NAVAL RESERVE RETIRED LIST (WITH PAY).

When in receipt of retired pay, Reservists on the Naval Reserve Retired List are eligible for the benefits of members of the Retired Reserve (Without Pay) as well as:

a. Health Care. The Uniform Service Health Benefits Program provides members and former members, their family members, and survivors, the following:

(1) Inpatient and outpatient care (including dental care for members and former members) in any uniformed services facility subject to availability of space, facilities, and the capabilities of the professional staff.

(2) Inpatient and outpatient care from civilian medical sources (under TRICARE).

(3) Health care is available to retired members (but not family members) at facilities of the Department of Veterans Affairs on a space available basis.

NOTE : Retired members and spouses cease to be eligible for civilian health care under the military plan upon attaining age 65 and becoming eligible under the Social Security Hospital Insurance Plan.

b. Commissaries. Unlimited use of commissaries.

18. STRATEGY FOR GETTING A GOOD RETIREMENT YEAR

a. Front load your points (i.e., do them early in your anniversary year).

b. Obtain permission to drill on IPA orders at the beginning of your anniversary year.

c. Order two correspondence courses 1 month before the end of your anniversary year. As soon as you finish one of the two, order another one. Correspondence courses should be mailed not less than 60 days before the end of an anniversary year. The Naval Education and Training Program Management Support Activity awards points on the day courses are graded, NOT the date when you mail them or when they are received.

d. AT should be requested early in your anniversary year. Ideally, you should obtain your 50 points from inactive duty only (i.e., gratuitous, correspondence courses, professional training) . Using AT retirement points as additional points precludes an unsatisfactory year in the event your AT is canceled or needs to be waived.

Example:

15 Points Gratuitous
<u>12 Points AT</u>
27 Minimum MMIRRG Requirement
+ 23 Points through IPA orders, Nonpay AT/ADT orders,
<u>Professional Training or correspondence courses</u>
= 50 Points satisfactory retirement year (shows good participation for selection boards)
= 75 Points maximum for inactive participation (shows better participation for selection boards)
365/6 Points maximum in any combination of active/inactive participation.



NAVAL RESERVE PERSONNEL CENTER
4400 DAUPHINE STREET
NEW ORLEANS, LA 70149-7800

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STATEMENT of SERVICE for NAVAL RESERVE RETIREMENT

DOB: 10/01/52

~~XXXXXXXXXXXX~~

PEBD: 04/21/89

FROM	TO	WHY	DRILL	COURSE	MBR	INAC	AT/ADT	ACTIVE	TOTAL	QUALIFYING
4/21/89	4/20/90	0	10	44	15	60	15	0	75	1YR 00M 00D
4/21/90	4/20/91	0	0	43	15	58	15	0	73	1YR 00M 00D
4/21/91	4/20/92	0	0	26	15	41	15	0	56	1YR 00M 00D
4/21/92	4/20/93	0	0	22	15	37	16	0	53	1YR 00M 00D
4/21/93	4/20/94	0	0	30	15	45	10	0	55	1YR 00M 00D
4/21/94	4/20/95	0	0	26	15	41	12	0	53	1YR 00M 00D
4/21/95	4/20/96	0	0	33	15	48	13	0	61	1YR 00M 00D
4/21/96	4/20/97	1	0	28	15	43	13	0	56	1YR 00M 00D
4/21/97	4/20/98	0	5	25	15	45	13	0	58	1YR 00M 00D
4/21/98			0	0			0	0		

QUALIFYING YEARS OF SERVICE:

9YR 00M 00D

TOTAL RETIREMENT POINTS CREDITABLE FOR PAY:

540

THIS STATEMENT OF SERVICE ISSUED BY N2 IS
CERTIFIED TO BE A TRUE COPY

G. R. Dedeyux 9/8/98
SIGNATURE DATE

LEGEND

WHY: 0 - RESERVE COMPONENT SERVICE
1 - REGULAR COMPONENT SERVICE
3 - SERVICE NOT CREDITABLE
4 - ISL (INACTIVE STATUS LIST)
5 - DECEASED
6 - ENLISTED: DISCHARGED
7 - OFFICER: RESIGNED/DISCHARGED
9 - RETIRED
DRILL: INACTIVE DUTY DRILL TRAINING POINTS
COURSE: CORRESPONDENCE COURSE POINTS

MBR: MEMBERSHIP POINTS (MAX 15 PER ANNIVERSARY YEAR)
INAC: TOTAL INACTIVE DUTY TRAINING POINTS (MAX 75 PER YEAR ON OR AFTER 23 SEP 1996 AND MAX 60 POINTS PER ANNIVERSARY YEAR PRIOR TO 23 SEP 1996)
AT/ADT: ANNUAL TRAINING/ACTIVE DUTY FOR TRAINING SERVICE POINTS
ACTIVE: EXTENDED ACTIVE DUTY SERVICE POINTS
TOTAL: TOTAL RETIREMENT POINTS EARNED DURING ANNIVERSARY YEAR
QUALIFYING: YR = YEAR(S)
M = MONTH(S)
D = DAY(S)

Attachment A
to Chapter 16

CHAPTER 17

ITEMS OF INTEREST

1. GENERAL. This chapter provides information on items of interest to MMR, USNR officers.

2. HISTORY OF THE MMR, USNR PROGRAM/INSIGNIA

a. The MMR had its beginnings in 1913 when it was called the Naval Auxiliary Reserve. The original merchant marine insignia was prescribed in "Changes in Uniform Regulations, United States Navy, 1913 No. 10." Uniforms for the entire Naval Reserve were authorized by Congress on 31 March 1915 as the possibility of U.S. involvement in World War I increased. At that time, the Reserve was separated into six classes.

(1) Class I: FLEET NAVAL RESERVE. Consisting of personnel having former active Naval Service.

(2) Class II: NAVAL RESERVE. Consisting of persons of the seagoing profession who had served at least 2 years aboard a vessel on the high seas or larger lakes.

(3) Class III: NAVAL AUXILIARY RESERVE. Consisting of persons who had served or were serving in the Merchant Marine of the United States.

(4) Class IV: NAVAL COAST DEFENSE RESERVE. Consisting of personnel capable of performing special and useful service in the Navy in time of war.

(5) Class V: VOLUNTEER NAVAL RESERVE. Consisting of personnel qualifying for the other classes of the Reserve who were willing to serve without pay in time of peace.

(6) Class VI: NAVAL RESERVE FLYING CORPS. Consisting of personnel who were from the Naval Flying Corps.

b. The Naval Auxiliary Reserve, comprised of officers and unlicensed seamen, was the beginning of the present MMR Program. Merchant marine officers at that time wore their steamship line or company uniform with the Naval Auxiliary Reserve device on the collar of the military coat, or on the lapels of the box coat. The Naval Auxiliary Reserve device was a miniature of the commissioned officers cap device.

c. In 1925 the classes of the Reserve were reduced to three and the original Naval Auxiliary Reserve was renamed the Merchant Marine Naval Reserve. The name was changed to the current MMR in 1938. The breast insignia of the present MMR, U. S. Naval Reserve (Eagle and Scroll) was approved for wear on merchant marine uniforms on 7 April 1938, by Secretary of the Navy, Claude A. Swanson. It replaced the miniature cap device. The authorization for the insignia was the Merchant Marine Act of 1936, which states:

"Licensed officers who are members of the United States Naval Reserve shall wear on their uniforms such special distinguishing insignia as may be approved by the Secretary of the Navy."

d. In April of 1938, at a conference chaired by Captain Chester W. Nimitz, U.S. Navy, Assistant Chief of the Bureau of Navigation, the new insignia was presented to the four heads of the state maritime school Ships (California, Massachusetts, New York, and Pennsylvania). The insignia was accepted at this meeting along with the inclusion of naval subjects in the regular course of instruction at the schools. This was the beginning of the Naval Science Departments at the maritime academies.

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e. Regulations require the insignia to be a "gold embroidered or bronze gold plated metal pin consisting of a spread eagle surcharged with crossed anchors and shield." It is under set with a scroll bearing the letters "U.S." on one side of the shield and "N.R." on the other side. Originally, this insignia was to be worn on the merchant marine uniform.

f. The eagle design is based on the original eagle carved into the stern of the USS CONSTITUTION, which reflected the country's determination to remain free. The scroll pattern was often found on the sterns of ships and contained the ships' names. The shield has 13 stars and stripes with crossed anchors and was taken from the U.S. Navy officer's cap device which was first authorized in 1869. Following the design of the cap device, the original merchant marine insignia had the eagle looking to its own left. In 1941, Secretary of the Navy, Frank Knox decreed that all Navy insignia bearing eagles were to have the heads facing to their own right.

g. The insignia was authorized for wear by cadets at the maritime academies who were Midshipmen, MMR, in 1942. Presently, all Midshipmen, USNR in the various maritime academies wear the device.

h. With the start of the present MMR, USNR Program in 1979, the insignia was authorized for the first time for wear on the Navy uniform.

3. NAVAL RESERVE FLAG

a. A little known provision of federal law is that eligible seagoing merchant vessels can fly the Naval Reserve Flag. Title 10, United States Code, Section 7225 states: "Secretary of the Navy shall prescribe a suitable flag to be known as the Naval Reserve flag. This flag may be flown by a seagoing merchant vessel if:

(1) The vessel is documented under the laws of the United States;

(2) the vessel has been designated by the Secretary, under such regulations as he prescribes, as suitable for service as a naval auxiliary in time of war; and

(3) the master or commanding officer and at least half of the other licensed officers are members of the Navy Reserve."

b. Masters of vessels who believe their ship is eligible for the Naval Reserve Flag should write to the following address and provide the names and social security numbers of the officers who hold Navy commissions.

Chief of Naval Operations (N42)
Department of the Navy
2200 Navy Pentagon
Washington, DC 20350-2000

c. Naval Reserve Flag:



FIGURE 17-1

4. UNITED STATES MERCHANT MARINE COAT OF ARMS. Was dedicated in 1989 by the US Maritime Administration.

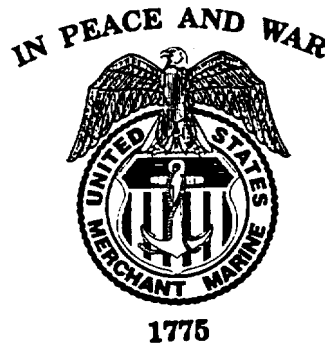


FIGURE 17-2

5. PRAYER FOR SEAFARERS

Dear Lord, we ask you to take all Seafarers into your care and protection. Make them alert and wise in their duties. Help them to be faithful in time of routine, prompt to decide and courageous to act in any time of crisis.

Protect all our Seafarers from the dangers and perils of the sea; and even in storms-natural or spiritual-grant that there may be peace and calm within their hearts.

When they are far from home, far from their love ones and from their homeland, give them the grace to be quite sure that, wherever they are, they can never be beyond Your loving concern.

Take good care of our loved ones in the days and weeks and months when they are separated from us --- sometimes with half the world between us. Give us the grace to be true to them, and keep them true to us. And when we have to part, bring us together again in safety and loyalty. This we ask for Your love's sake. AMEN

NOTE: Prayer for Seafarers from the 29th World Congress of the Apostleship of the Sea. 19-25 Oct 1997 Davao City, Philippines

6. THE MARINERS PSALM

The Lord is my pilot.
 I shall not drift.
 He lights me across the dark waters.
 He steers me in the deep channels.
 He guides me by the star of Holiness
 for his Name's sake.
 Yes, though I sail amid the thunders and tempests of life.
 I shall dread no danger,
 for you are with me:
 Your love and your care, they shelter me.
 You prepare a Harbour before me in
 the home of eternity:
 You anoint the waves with oil,
 my ship rides calmy.
 Surely, sunlight and starlight shall favor me
 on the voyage I take,
 and I will rest in the port of my God forever.

(Psalm 23, adapted for seafarers)

APPENDIX A

NAVAL INSTALLATIONS

1. GENERAL. Below are the telephone numbers for the Naval Installations in the United States. (As of 20 November 1997)

<u>NAVAL INSTALLATION</u>	<u>TELEPHONE</u>
<u>CALIFORNIA</u>	
China Lake Naval Amphibious Weapons Station	619-939-9011 DSN 437-9011
Coronado Naval Base	619-545-8123 DSN 735-8123
El Centro Naval Air Facility	619-339-2699 DSN 958-8699
Lemoore Naval Air Station	209-998-0100 DSN 949-1110
Monterey Naval Postgraduate School	408-656-2441 DSN 878-24.41
Fleet Antisubmarine Warfare Training Center	619-524-1011 DSN 524-1011
Fleet Combat Training Center Pacific	619-553-8330 DSN 553-8330
Point Mugu Naval Amphibious Weapons Station	805-989-1110 DSN 351-1110
Port Hueneme Naval Construction 'Battalion '	805-982-4711 DSN 551-4001
San Diego Naval Medical Center	619-532-6400 DSN 522-6400
San Diego Naval Station	619-556-1246 DSN 526-1246
San Diego Naval Submarine Base	619-553-1011 DSN 553-1011
Santa Clara Naval Air Reserve	415-603-9527 DSN 359-9527
<u>CONNECTICUT</u>	
New London Naval Submarine Base	860-449-4636 DSN 241-4636
<u>DISTRICT OF COLUMBIA</u>	
Washington Naval Station	202-433-2231/2 DSN 288-2231/2
Washington Naval Yard	703-545-6700 DSN 227-0101

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FLORIDA

Cecil Field Naval Air Station	904-778-5627 DSN 860-5627
Corry Station	850-452-2000 DSN 922-0111
Jacksonville Naval Air Station	904-772-2345 DSN 942-2345
Key West Naval Air Station	305-293-2268 DSN 483-2268
Mayport Naval Station	904-270-5011 DSN 960-5011
Orlando Naval Technical Training Center	407.-646-4501 DSN 791-4501
Panama City Coastal Systems Station	850-234-4011 DSN 436-4011
Pensacola Naval Air Station	850-452-0111 DSN 922-0111
Pensacola Naval Hospital	850-505-6601 DSN 534-6601
Whiting Field Naval Air Station	850-623-7011 DSN 868-7011

GEORGIA

Atlanta Naval Air Station	770-919-6406 DSN 925-6406
Kings Bay Naval Submarine Base	912-673-2001 DSN 573-2001

HAWAII

Barbers Point Naval Air Station	808-684-6266 DSN 484-6266
Pearl Harbor Naval Complex	808-471-7110 DSN 471-7110

ILLINOIS

Great Lakes Naval Technical Training Center	847-688-3500 DSN 792-2500
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LOUISIANA

New Orleans Naval Air Station, Joint Reserve Base	504-678-3253 DSN 678-3253
New Orleans Naval Support Activity	504-678-5011 DSN 678-5011

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MAINE

Brunswick Naval Air Station	207-921-1110
	DSN 476-1110

Winter Harbor Naval Security Group Activity	207-963-5534
	DSN 476-5534

MARYLAND

Annapolis Naval Station	410-293-1000
	DSN 281-1000

Bethesda National Naval Medical Center	301-295-4611
	DSN 295-4611

Patuxent River Naval Air Station	301-342-3000
	DSN 342-3000

US Naval Academy	410-293-1000
	DSN 281-0111

MISSISSIPPI

Gulfport Naval Construction Battalion Center	601-871-2555
	DSN 868-2555

Meridian Naval Air Station	601-679-2211
	DSN 637-2211

Pascagoula Naval Station	601-761-2140
	DSN 368-2140

NEVADA

Fallen Naval Air Station	702-426-5161
	DSN 890-2110

NEW HAMPSHIRE

Portsmouth Naval Shipyard	207-438-1000
	DSN 684-1000

NEW JERSEY

Earle Naval Weapons Station	908-866-2661
	DSN 449-2000

NEW YORK

Scotia Naval Administrative Unit	518-395-3600
	DSN N/A

PENNSYLVANIA

Willow Grove Naval Air Station, Joint Reserve Base	215-443-1000
	DSN 991-1000

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RHODE ISLAND

Newport Naval Education and Training Center 401-841-3456
DSN 948-3456

SOUTH CAROLINA

Beaufort Naval Hospital 803-525-5600
DSN 832-5600

Charleston Naval Hospital 803-743-7000
DSN 563-7000

TENNESSEE

Memphis Naval Support Activity 901-874-5509
DSN 882-5509

TEXAS

Corpus Christi Naval Air Station 512-939-2811
DSN 861-2811

Fort Worth Naval Air Station, 817-782-5000
Joint Reserve Base DSN 739-5000

Ingleside Naval Station 512-776-4200
DSN 776-4200

Kingsville Naval Air Station 512-516-6136
DSN 861-6136

VIRGINIA

Naval Surface Warfare Center 540-653-8531
DSN 249-8153

Dam Neck Fleet Combat Training Center-Atlantic 757-433-6234
DSN 433-6234

Little Creek Naval Amphibious Base 757-464-7385
DSN 680-7385

Norfolk Naval Air Station

Norfolk Naval Base 757-444-0000
DSN 564-0000

Norfolk Naval Shipyard 757-396-3000
DSN 961-3000

Northwest Naval Security Group Activity 757-421-8000
DSN 564-1336

Oceana Naval Air Station 757-433-2366
DSN 433-2366

Portsmouth Naval Medical Center 757-953-5008/0
DSN 564-0111

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WASHINGTON

Bangor Naval Submarine Base	360-396-4840 DSN 744-4840
Bremerton Naval Hospital	360-479-6600 DSN 439-6600
Everett Naval Station	206-304-3000 DSN 727-3000
Puget Sound Naval Shipyard	360-476-3711 DSN 439-3711
Whidbey Island Naval Air Station	360-257-2211 DSN 820-0111

APPENDIX B

NAVAL RESERVE CENTERS

1. GENERAL Below are the telephone numbers for the Naval Reserve Centers in the United States by regions. (As of 10 December 1997)

*Denotes numbers that will be manned during normal working hours!

NAVAL RESERVE READINESS COMMAND REGION ONE

344 EASTON STREET
NEWPORT RI 02841-1515
UIC: 68351

ALBANY UIC: 61861	NAVAL AND MARINE CORPS RESERVE CENTER 780 WASHINGTON AVENUE ALBANY NY 12203-1492	(518) 489-5441*
BANGOR UIC: 61805	NAVAL RESERVE CENTER SUITE 300 300 HILDRETH STREET NORTH BANGOR ME 04401-5777	(207) 942-4388*
BUFFALO UIC: 61842	NAVAL AND MARINE CORPS RESERVE CENTER 3 PORTER AVENUE BUFFALO NY 14201-1096	(716) 883-1016*
ERIE UIC: 61878	NAVAL AND MARINE CORPS RESERVE CENTER 3938 OLD FRENCH ROAD ERIE PA 16504-2098	(814) 866-3073*
FRANKFORT (UTICA) UIC: 61805	NAVAL RESERVE CENTER 201 3RD AVENUE FRANKFORT NY 13340-1419	(315) 894-8296*
GLENS FALLS UIC: 62268	NAVAL RESERVE CENTER 2 PARKER STREET GLENS FALLS NY 12801-2285	(518) 792-6368*
HORSEHEADS UIC: 61834	NAVAL RESERVE CENTER 3126 LAKE ROAD HORSEHEADS NY 14845	(607) 732-7950*
MANCHESTER UIC: 61809	NAVAL AND MARINE CORPS RESERVE CENTER 25 CONSTITUTION DRIVE BEDFORD NH 03110-6000	(603) 471-0085*
NEW HAVEN UIC: 61866	NAVAL AND MARINE CORPS RESERVE CENTER 30 WOODWARD AVENUE NEW HAVEN CT 06512-3658	(203) 467-1618*
PLAINVILLE UIC: 61835	NAVAL AND MARINE CORPS RESERVE CENTER 1 LINSLEY DRIVE PLAINVILLE CT 06062-2918	(860) 747-4563*

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PORTLAND UIC: 61804	NAVAL RESERVE CENTER 350 COMMERCIAL STREET PORTLAND ME 04101-4620	(207) 775-6555*
PROVIDENCE UIC: 61821	NAVAL AND MARINE CORPS CENTER ARMED FORCES RESERVE CENTER 1 NARRAGANSETT STREET PROVIDENCE RI 02905-4233	(401) 941-9262*
QUINCY UIC: 68986	NAVAL RESERVE CENTER 85 SEA STREET QUINCY MA 02169-3127	(617) 682-2000*
ROCHESTER UIC: 61839	NAVAL AND MARINE CORPS RESERVE CENTER 439 PAUL ROAD ROCHESTER NY 14624	(716) 247-6858*
SYRACUSE UIC: 61863	NAVAL RESERVE CENTER 5803 EAST MALLOY ROAD SYRACUSE NY 13211-1999	(315) 455-2441*
WATERTOWN UIC: 61851	NAVAL RESERVE CENTER 327 MULLIN STREET P O BOX 247 WATERTOWN NY 13601-0247	(315) 782-1851*
WHITE RIVER JUNCTION UIC: 61822	NAVAL RESERVE CENTER 5 HOLIDAY INN DRIVE WHITE RIVER JUNCTION VT 05001-2049	(802) 295-0500*
WORCESTER UIC: 61815	NAVAL AND MARINE CORPS RESERVE CENTER 640 PLANTATION STREET WORCESTER MA 06105-2098	(508) 853-5522/3*

NAVAL RESERVE READINESS COMMAND REGION FOUR
5957 NEW JERSEY AVENUE
FORT DIX NJ 08640-8000
UIC: 68331

AMITYVILLE UIC: 68858	NAVAL AND MARINE CORPS RESERVE CENTER ARMED FORCES RESERVE CENTER 600 ALBANY AVENUE AMITYVILLE NY 11701-1124	(516) 842-4850*
AVOCA UIC: 66315	NAVAL RESERVE CENTER 1200 NAVY WAY ROAD AVOCA PA 18641-2299	(717) 457-8430*
BRONX UIC: 61843	NAVAL AND MARINE CORPS RESERVE CENTER FORT SCHUYLER 4 PENNYFIELD AVENUE BRONX NY 10465-4196	(718) 892-0312*
BROOKLYN UIC: 68527	NAVAL AND MARINE CORPS (6/98) RESERVE READINESS CENTER ARMED FORCES RESERVE CENTER FLOYD BENNETT FIELD BROOKLYN NY 11234-7097	(718) 258-0258*
EBENSBURG UIC: 61886	NAVAL AND MARINE CORPS RESERVE CENTER 261 INDUSTRIAL PARK ROAD EBENSBURG PA 15931-8955	(814) 472-5083*
FORT DIX UIC: 68994	NAVAL RESERVE CENTER FORT DIX 5952 ORLANDO STREET FORT DIX NJ 08640-7800	(609) 723-6792*
HARRISBURG UIC: 61877	NAVAL AND MARINE CORPS RESERVE CENTER 2991 NORTH SECOND STREET HARRISBURG PA 17110-1298	(717) 255-8069*
KEARNY UIC: 68846	NAVAL RESERVE READINESS CENTER 53 HACKENSACK AVENUE KEARNY NJ 07032-4619	(201) 690-5906*
LEHIGH VALLEY UIC: 61880	NAVAL AND MARINE CORPS RESERVE CENTER 1400 POSTAL DRIVE ALLENTOWN PA 18103-9503	(610) 264-8843*
MOUNDS- VILLE UIC: 61904	NAVAL AND MARINE CORPS RESERVE CENTER 1600 LAFAYETTE AVENUE MOUNDSVILLE WV 26041-2437	(304) 843-1759*
PITTSBURGH UIC: 62952	NAVAL AND MARINE CORPS RESERVE CENTER 625 EAST PITTSBURGH/ MCKEESPORT BOULEVARD NORTH VERSAILLES PA 15137-2209	(412) 673-0801*

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READING NAVAL AND MARINE CORPS (610) 378-5175*
UIC: 61881 RESERVE CENTER
615 KENHORS BOULEVARD
READING PA 19611-1717

WILLIAMSPORT NAVAL RESERVE CENTER (717) 323-7991*
UIC: 61893 1307 GROVE STREET
WILLIAMSPORT PA 17701-2423

WILMINGTON NAVAL AND MARINE CORPS (302) 998-3328*
UIC: 61876 RESERVE CENTER
3920 KIRKWOOD HIGHWAY
WILMINGTON NE 19808-5194

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NAVAL RESERVE READINESS COMMAND REGION SIX
WASHINGTON NAVY YARD BLDG 200-3
901 M STREET SE
WASHINGTON DC 20374-5009
UIC: 68306

ADELPHI UIC: 63039	NAVAL RESERVE CENTER 2600 POWDER MILL ROAD ADELPHI MD 20783-1198	(301) 394-3967*
ASHEVILLE UIC: 61920	NAVAL RESERVE CENTER 721 MERRIMON AVENUE ASHEVILLE NC 28804-2414	(704) 253-4753*
BALTIMORE UIC: 61897	NAVAL RESERVE CENTER FORT MCHENRY 1201 HALSEY PLACE BALTIMORE MD 21230-5392	(410) 752-4562*
CHARLESTON UIC: 61901	NAVAL RESERVE CENTER ARMED FORCES RESERVE CENTER 105 LAKEVIEW DRIVE CHARLESTON WV 25313-1487	(304) 776-2307*
CHARLOTTE UIC: 61917	NAVAL AND MARINE CORPS RESERVE CENTER 6115 NORTH HILLS CIRCLE CHARLOTTE NC 28213-6256	(704) 598-0447*
GREENSBORO UIC: 61921	NAVAL AND MARINE CORPS RESERVE CENTER 7838 MCCLOUD ROAD GREENSBORO NC 27409-9634	(910) 668-0053*
HUNTINGTON UIC: 61903	NAVAL RESERVE CENTER 841 JACKSON AVENUE HUNTINGTON WV 25704-2595	(304) 523-7472*
NORFOLK UIC: 63438	NAVAL AND MARINE CORPS RESERVE CENTER 7690 SHORE DRIVE SUITE 100 NORFOLK VA 23521-3298	(757) 464-8001*
RALEIGH UIC: 61923	NAVAL AND MARINE CORPS RESERVE CENTER 2725 WESTERN BOULEVARD RALEIGH NC 27606-2127	(919) 834-6462*
RICHMOND UIC: 61900	NAVAL AND MARINE CORPS RESERVE CENTER 6000 STRATHMORE ROAD RICHMOND VA 23234-4999	(804) 271-6096*
ROANOKE UIC: 61905	NAVAL AND MARINE CORPS RESERVE CENTER 5301 BARNS AVENUE NW ROANOKE VA 24019-3899	(540) 563-9723*

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WASHINGTON NAVAL AND MARINE CORPS
UIC: 61894 RESERVE CENTER
ARMED FORCES RESERVE CENTER
BUILDING 351
WASHINGTON DC 20374-5812

(202) 433-4475*

WILMINGTON NAVAL RESERVE CENTER
UIC: 61916 ARMED FORCES RESERVE CENTER
2144 WEST LAKESHORE DRIVE
WILMINGTON NC 28401-7297

(910) 762-9677*

NAVAL RESERVE READINESS COMMAND REGION EIGHT
 NAVAL AIR STATION
 BOX 90 BUILDING 966
 JACKSONVILLE FL 32212-0090
 UIC: 68358

ATLANTA	NAVAL AND MARINE CORPS	(770) 218-9939*
UIC: 61915	RESERVE CENTER 1210 SEA SERVICES ROAD DOBBINS AIR FORCE BASE GA 30069-5000	
AUGUSTA	NAVAL AND MARINE CORPS	(706) 733-2240*
UIC: 61910	RESERVE CENTER 2869 CENTRAL AVENUE AUGUSTA GA 30909-3904	
CHARLESTON	NAVAL AND MARINE CORPS	(803) 743-8635*
UIC: 61911	RESERVE CENTER 4500 LEEDS AVENUE SUITE 401 CHARLESTON SC 29405-8521	
COLUMBIA	NAVAL AND MARINE CORPS	(803) 799-3412*
UIC: 61912	RESERVE CENTER 513 PICKENS STREET COLUMBIA SC 29201-4198	
COLUMBUS	NAVAL RESERVE CENTER (3/98)	(706) 324-5298*
UIC: 61919	P O BOX 1539 COLUMBUS GA 31902-1539	
GREENVILLE	NAVAL AND MARINE CORPS	(864) 277-9775*
UIC: 62375	RESERVE CENTER 669 PERIMETER ROAD DONALDSON CENTER GREENVILLE SC 29605-5452	
JACKSONVILLE	NAVAL AND MARINE CORPS	(904) 573-1700*
UIC: 61926	RESERVE CENTER BOX 44 BUILDING 938 ARMED FORCES RESERVE CENTER NAVAL AIR STATION JACKSONVILLE FL 32212-0044	
MIAMI	NAVAL AND MARINE CORPS	(305) 628-5150*
UIC: 61927	RESERVE CENTER 18650 NORTHWEST 62 AVENUE HIALEAH FL 33015-6009	
ORLANDO	NAVAL AND MARINE CORPS	(407) 646-5992*
UIC: 61929	RESERVE CENTER 595 NORTH PRIMROSE DRIVE SUITE 1 ORLANDO FL 32803-5074	
PENSACOLA	NAVAL RESERVE CENTER	(904) 452-1342*
UIC: 61949	550 RABY AVENUE PENSACOLA FL 32509-5246	
ROOSEVELT	NAVAL RESERVE CENTER	(787) 865-4300*
ROADS PR	PSC 1008 BOX 3937	
UIC: 68702	FPO AA 34051	

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S.PETERSBURG	NAVAL RESERVE CENTER	(813) 531-7033*
(CLEARWATER)	15400 FAIRCHILD	
UIC: 61930	CLEARWATER FL 34622-3532	
TALLAHASSEE	NAVAL AND MARINE	(904) 576-6195*
UIC: 63482	CORPS RESERVE CENTER	
	2910 ROBERTS AVENUE	
	TALLAHASSEE FL 32304-5098	
TAMPA	NAVAL RESERVE CENTER	(813) 209-4003*
UIC: 61933	1325 YORK STREET	
	TAMPA FL 33602-4298	
WEST PALM	NAVAL AND MARINE CORPS	(561) 687-3956*
BEACH	RESERVE CENTER	
UIC: 61931	1227 MARINE DRIVE	
	WEST PALM BEACH FL 33409-6298	

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NAVAL RESERVE READINESS COMMAND REGION NINE
 7800 THIRD AVENUE
 NAVSUPPACT MEMPHIS BUILDING S-241
 MILLINGTON TN 38054-5048
 UIC: 68348

BATON ROUGE	NAVAL AND MARINE CORPS	(504) 356-1369*
UIC: 61940	RESERVE CENTER 8410 GENERAL CHENNAULT DRIVE BATON ROUGE LA 70807-8000	
BESSEMER	NAVAL AND MARINE CORPS	(205) 424-4210*
UIC: 61942	RESERVE CENTER 1001 4TH AVENUE SW BESSEMER AL 35022-4731	
CAPE	NAVAL RESERVE CENTER	(573) 335-3051*
GIRRADEAU	2530 MARIA LOUISE LANE	
UIC: 61988	CAPE GIRARDEAU MO 63701-4393	
CHATTANOOGA	NAVAL AND MARINE CORPS	(423) 698-8957*
UIC: 61934	RESERVE CENTER 4051 AMNICOLA HIGHWAY CHATTANOOGA TN 37406-1008	
GULFPORT	NAVAL AND MARINE CORPS	(601) 871-3002*
UIC: 61935	RESERVE CENTER NAVAL CONSTRUCTION BATTALION GULFPORT MS 39501-5018	
JACKSON	NAVAL RESERVE CENTER	(601) 352-3912*
UIC: 61955	181 SOUTH JEFFERSON STREET JACKSON MS 39201-2891	
KNOXVILLE	NAVAL AND MARINE CORPS	(423) 545-4721*
UIC: 61948	RESERVE CENTER 2101 ALCOA HIGHWAY KNOXVILLE TN 37920-2231	
LEXINGTON	NAVAL RESERVE CENTER	(606) 255-1042*
UIC: 62077	151 VO TECH ROAD LEXINGTON KY 40511-1002	
LITTLE ROCK	NAVAL AND MARINE CORPS	(501) 771-1661*
UIC: 61970	RESERVE CENTER 8005 CAMP ROBINSON ROAD N LITTLE ROCK AR 72118-2206	
LOUISVILLE	NAVAL AND MARINE CORPS	(502) 375-3396*
UIC: 62078	RESERVE CENTER 5401 SOUTHSIDE DRIVE LOUISVILLE KY 40214-2674	
MEMPHIS	NAVAL RESERVE CENTER	(901) 874-7530*
UIC: 61962	7800 3RD AVENUE MILLINGTON TN 38054-5040	
MOBILE	NAVAL AND MARINE CORPS	(334) 344-5341*
UIC: 61945	RESERVE CENTER 4851 MUSEUM DRIVE MOBILE AL 36608-2510	

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NASHVILLE	NAVAL RESERVE CENTER	(615) 228-6895*
UIC: 61971	1515 DAVIDSON STREET	
	NASHVILLE TN 37206-3199	
NEW ORLEANS	NAVAL AND MARINE CORPS	(504) 678-1071'
UIC: 61954	RESERVE CENTER	
	5020 LAKESHORE DRIVE	
	NEW ORLEANS LA 70146-3310	
SHREVEPORT	NAVAL AND MARINE CORPS	(318) 746-9659*
UIC: 61944	RESERVE CENTER	
	1440 SWAN LAKE ROAD	
	BOSSIER CITY LA 71111-5334	
SPRINGFIELD	NAVAL AND MARINE CORPS	(417) 869-5721
UIC: 62038	RESERVE CENTER	
	1110 NORTH FREMONT AVENUE	
	SPRINGFIELD MO 65802-3591	
ST. LOUIS	NAVAL RESERVE CENTER	(314) 263-6412'
UIC: 61992	10810 LAMBERT INTERNATIONAL BOULEVARD	
	BRIDGETON MO 63044-2314	
TUSCALOOSA	NAVAL RESERVE CENTER	(205) 345-6911
UIC: 61952	2627 10TH AVENUE	
	TUSCALOOSA AL 35401-6699	

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NAVAL RESERVE READINESS COMMAND REGION ELEVEN
NAVAL AIR STATION
8100 W JEFFERSON BOULEVARD BUILDING 11
DALLAS TX 75211-9502
UIC: 68359

ALBUQUERQUE UIC: 62108	NAVAL AND MARINE CORPS RESERVE CENTER ARMED FORCES RESERVE CENTER 400K WYOMING AVENUE NORTHEAST ALBUQUERQUE NM 87123-1099	(505) 271-4141*
AMARILLO UIC: 61959	NAVAL AND MARINE CORPS RESERVE CENTER 2500 TEE ANCHOR BOULEVARD AMARILLO TX 79104-2499	(806) 372-5589*
AUSTIN UIC: 61963	NAVAL AND MARINE CORPS RESERVE CENTER 4106 FAIRVIEW DRIVE AUSTIN TX 78731-5398	(512) 458-4176*
CORPUS CHRISTI UIC: 61978	NAVAL RESERVE CENTER 1430 DIMMITT DRIVE SUITE 140 CORPUS CHRISTI TX 78419-5121	(512) 939-2243*
DALLAS UIC: 61979	NAVAL RESERVE CENTER NAVAL AIR STATION 8100 WEST JEFFERSON BOULEVARD BUILDING 193 DALLAS TX 75211-9502	(972) 266-6541*
EL PASO UIC: 61980	NAVAL AND MARINE CORPS RESERVE CENTER 4810 POLLARD STREET EL PASO TX 79930-6898	(915) 565-3995*
HARLINGEN UIC: 63249	NAVAL RESERVE CENTER 1300 TEEGE AVENUE HARLINGEN TX 78550-5363	(956) 425-0405*
HOUSTON UIC: 61968	NAVAL AND MARINE CORPS RESERVE CENTER 1902 OLD SPANISH TRAIL HOUSTON TX 77054-2097	(713) 795-4068*
LUBBOCK UIC: 62248	ARMED FORCES RESERVE RESERVE CENTER 301 EAST REGIS STREET SUITE 1118 LUBBOCK TX 79403-1118	(806) 765-6657*
OKLAHOMA CITY UIC: 61965	NAVAL RESERVE CENTER 5316 SOUTH DOUGLAS BOULEVARD OKLAHOMA CITY OK 73150-9702	(405) 733-1052*
ORANGE UIC: 68449	NAVAL RESERVE CENTER 905 PIER ROAD BOX 8001 ORANGE TX 77631-8001	(409) 883-5003*

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SAN ANTONIO	NAVAL AND MARINE CORPS	(210) 225-3081*
UIC: 61982	RESERVE CENTER	
	BLDG 3620 FORT SAM HOUSTON	
	3837 BINZ-ENGLEMANN ROAD	
	SAN ANTONIO TX 78219-2296	
TULSA	NAVAL AND MARINE CORPS	(918) 258-2908*
(BROKEN	RESERVE CENTER	
ARROW)	ARMED FORCES RESERVE CENTER	
UIC: 61938	1101 NORTH 6TH STREET SUITE 5	
	BROKEN ARROW OK 74012-2041	
TYLER	NAVAL RESERVE CENTER	(903) 592-3351*
UIC: 63267	1818 NORTH CONFEDERATE AVENUE	
	TYLER TX 75702-3128	
WACO	NAVAL AND MARINE CORPS	(817) 776-1841*
UIC: 62748	RESERVE CENTER	
	2100 NORTH NEW ROAD	
	WACO TX 76707-1097	

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NAVAL RESERVE READINESS COMMAND REGION THIRTEEN
 2601B PAUL JONES STREET
 GREAT LAKES IL 60088-5026
 UIC: 68330

AKRON UIC: 62092	NAVAL AND MARINE CORPS RESERVE CENTER 800 DAN STREET AKRON OH 44310-3986	(330) 376-9054*
BATTLE CREEK UIC: 62084	NAVAL AND MARINE CORPS RESERVE CENTER 101 BASE AVENUE BATTLE CREEK MI 49105-1242	(616) 968-9216*
CINCINNATI UIC: 62094	NAVAL AND MARINE CORPS RESERVE CENTER 3190 GILBERT AVENUE CINCINNATI OH 45207-1498	(513) 221-0138*
CLEVELAND UIC: 62378	NAVAL RESERVE CENTER 1089 EAST 9TH STREET CLEVELAND OH 44114-1091	(216) 771-0844*
COLUMBUS UIC: 62095	NAVAL AND MARINE CORPS RESERVE CENTER 85 NORTH YEARLING ROAD COLUMBUS OH 43213-1392	(614) 235-2658*
DAYTON UIC: 62055	NAVAL AND MARINE CORPS RESERVE CENTER ARMED FORCES RESERVE FORCE 410 NORTH GETTYSBURG ROAD DAYTON OH 45417-1797	(937) 268-1665*
DECATUR UIC: 62062	NAVAL RESERVE CENTER 2595 FEDERAL DRIVE DECATUR IL 62526-2162	(217) 875-1733*
DETROIT UIC: 62080	NAVAL RESERVE CENTER SELFRIDGE BUILDING 1408 25154 PLATTSBURG STREET SELFRIDGE ANGB MI 48045-4915	(810) 307-6148*
EVANSVILLE UIC: 61984	NAVAL AND MARINE CORPS RESERVE CENTER ARMED FORCES RESERVE CENTER 2900 EAST DIVISION STREET EVANSVILLE IN 47711-6897	(812) 479-6824*
FOREST PARK UIC: 62757	NAVAL RESERVE CENTER 7410 WEST ROOSEVELT ROAD FOREST PARK IL 60130-2592	(708) 771-7011*
GARY UIC: 62046	NAVAL AND MARINE CORPS RESERVE CENTER 860 NORTH LAKE STREET GARY IN 46403-1098	(219) 938-2541*

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GRAND RAPIDS UIC: 62082	NAVAL AND MARINE CORPS RESERVE CENTER 1863 MONROE AVENUE NW GRAND RAPIDS MI 49505-6294	(616) 363-6889*
GREAT LAKES UIC: 66231	NAVAL RESERVE CENTER BUILDING 190 NAVAL TRAINING CENTER 615 BARRY ROAD GREAT LAKES IL 60088-5707	(847) 688-3760**
INDIANAPOLIS UIC: 62031	NAVAL AND MARINE CORPS RESERVE CENTER HESLAR NAVAL ARMORY 3010 WHITE RIVER PARKWAY EAST DRIVE INDIANAPOLIS IN 46208-4998	(317) 924-6389*
LANSING UIC: 62085	NAVAL AND MARINE CORPS RESERVE CENTER 1620 EAST SAGINAW STREET LANSING MI 48912-2396	(517) 482-9150*
PEORIA UIC: 62037	NAVAL AND MARINE CORPS RESERVE CENTER 7117 WEST PLANK ROAD PEORIA IL 61604-5297	(309) 697-8244*
ROCK ISLAND UIC: 61996	NAVAL AND MARINE CORPS RESERVE CENTER ROCK ISLAND ARSENAL ROCK ISLAND IL 61299-7620	(309) 782-6084*
SAGINAW UIC: 62088	NAVAL RESERVE CENTER 3500 DOUGLAS STREET SAGINAW MI 48601-4799	(517) 754-3051*
SOUTH BEND UIC: 62075	NAVAL AND MARINE CORPS RESERVE CENTER 1901 KEMBLE AVENUE SOUTH BEND IN 46613-1799	(219) 233-2375*
TOLEDO (PERRYSBURG) UIC: 61999	NAVAL AND MARINE CORPS RESERVE CENTER 28828 GLENWOOD ROAD PERRYSBURG OH 43551-3014	(419) 666-3444*
YOUNGSTOWN UIC: 62098	NAVAL AND MARINE CORPS RESERVE CENTER YOUNGSTOWN MUNICIPAL AIRPORT BUILDING 540 AFRESBASE 3893 KING GRAVES ROAD VIENNA OH 44473-5000	(330) 856-3211*

NAVAL RESERVE READINESS COMMAND REGION SIXTEEN
 715 APOLLO AVENUE
 MINNEAPOLIS MN 55450-2018
 UIC: 68349

CALUMET UIC: 68815	NAVAL RESERVE FACILITY 2 AIRPORT ROAD RURAL ROUTE NUMBER 1 BOX 94F CALUMET MI 49913-9717	(906) 482-4677*
CEDAR RAPIDS UIC: 61987	NAVAL RESERVE CENTER ARMED FORCES RESERVE CENTER 2525 MATTERHON DRIVE CEDAR RAPIDS IA 52402-3798	(319) 363-5363*
CHEYENNE UIC: 62142	NAVAL RESERVE CENTER 4700 OCEAN LOOP CHEYENNE WY 82009-5604	(307) 772-2221*
DENVER UIC: 62130	NAVAL AND MARINE CORPS RESERVE CENTER P O BOX 111802 AURORA CA 80042-1802	(303) 677-6203*
DES MOINES UIC: 62044	NAVAL AND MARINE CORPS RESERVE CENTER BLDG 47 HICKMAN ROAD FORT DES MOINES DES MOINES IA 50315-6213	(515) 285-5581*
DUBUQUE UIC: 62047	NAVAL RESERVE CENTER 10677 AIRPORT ROAD DUBUQUE IA 52003-5000	(319) 556-2144*
DULUTH UIC: 62057	NAVAL RESERVE CENTER 5019 AIRPORT ROAD DULUTH MN 55811-1546	(218) 722-3454*
FARGO UIC: 62091	NAVAL RESERVE CENTER ARMED FORCES RESERVE CENTER 3920 31ST STREET NORTH SUITE B FARGO ND 58102-6206	(701) 232-3689*
FORT CARSON UIC: 68895	NAVAL RESERVE CENTER BUILDING 8932 FORT CARSON CO 80913-5040	(719) 526-2964*
GREEN BAY UIC: 61989	NAVAL AND MARINE CORPS RESERVE CENTER 2949 RAMADA WAY GREEN BAY WI 54304-5799	(920) 336-2444*
KANSAS CITY UIC: 62054	NAVAL RESERVE CENTER 3100 EAST BRUSH CREEK BOULEVARD KANSAS CITY MO 64130-2499	(816) 923-2341*
LA CROSSE UIC: 62066	NAVAL RESERVE CENTER 2226 GREEN BAY STREET LA CROSSE WI 54601-5961	(608) 788-2565*

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LINCOLN	NAVAL RESERVE CENTER	(402) 470-2142*
UIC: 62069	4511 NORTHWEST 42ND STREET LINCOLN NE 68524-2241	
MADISON	NAVAL AND MARINE CORPS	(608) 249-0129*
UIC: 62100	RESERVE CENTER 1430 WRIGHT STREET MADISON WI 53704-4192	
MILWAUKEE	NAVAL AND MARINE CORPS	(414) 744-9764*
UIC: 62035	RESERVE CENTER 2401 SOUTH LINCOLN MEMORIAL DRIVE MILWAUKEE WI 53207-1999	
OMAHA	NAVAL AND MARINE CORPS	(402) 451-2098*
UIC: 61998	RESERVE CENTER 5808 NORTH 30TH STREET OMAHA NE 68111-1299	
SIOUX CITY	NAVAL RESERVE CENTER	(712) 276-0130*
UIC: 62043	2501 SOUTH LEWIS BOULEVARD SIOUX CITY IA 51106-5103	
SIOUX FALLS	NAVAL RESERVE CENTER	(605) 336-2402*
UIC: 62068	1800 WEST RUSSELL STREET SIOUX FALLS SD 57104-1393	
ST. PAUL	NAVAL AND MARINE CORPS	(612) 726-9391*
UIC: 62058	RESERVE CENTER TWIN CITIES FORT SNELLING 6400 BLOOMINGTON ROAD ST PAUL MN 55111-4051	
WICHITA	NAVAL RESERVE CENTER	(316) 683-3491*
UIC: 62040	3026 GEORGE WASHINGTON BOULEVARD WICHITA KS 67210-1599	

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NAVAL RESERVE READINESS COMMAND REGION NINETEEN
 960 NORTH HARBOR DRIVE
 SAN DIEGO CA 92132-5108
 UIC: 68350

BAKERSFIELD UIC: 62111	NAVAL AND MARINE CORPS RESERVE CENTER 4201 CHESTER AVENUE BAKERSFIELD CA 93301-1198	(805) 327-7195*
ENCINO UIC: 68174	NAVAL AND MARINE CORPS RESERVE CENTER 6337 BALBOA BOULEVARD ENCINO CA 91316-1584	(818) 344-5101*
FRESNO UIC: 62121	NAVAL RESERVE CENTER ARMED FORCES RESERVE CENTER 5565 EAST SHIELDS AVENUE FRESNO CA 93727-7790	(209) 291-0205*
HONOLULU UIC: 61845	NAVAL AND MARINE CORPS RESERVE CENTER 530 PELTIER AVENUE HONOLULU HI 96818-3753	(808) 471-9758*
LAS VEGAS UIC: 62241	NAVAL AND MARINE CORPS RESERVE CENTER 2801 EAST SAHARA AVENUE LAS VEGAS NV 89104-4119	(702) 457-6529*
LONG BEACH UIC: 62102	NAVAL AND MARINE CORPS RESERVE CENTER 801 REEVES AVENUE TERMINAL ISLAND CA 90731-5992	(562) 980-5173*
MORENO VALLEY UIC: 62114	NAVAL AND MARINE CORPS RESERVE CENTER 1280 Z STREET BLDG 2630 SUITE 1 MARCH AFB CA 92518-2064	(909) 655-7699*
PHOENIX UIC: 62109	NAVAL AND MARINE CORPS RESERVE CENTER 1201 NORTH 35TH AVENUE PHOENIX AZ 85009-3398	(602) 353-3005*
PORT HUENEME UIC: 62105	NAVAL RESERVE CENTER 951 23RD AVENUE NAVAL CONSTRUCTION BATTALION CENTER PORT HUENEME CA 93043-4361	(805) 982-6106*
SAN DIEGO UIC: 62106	NAVAL AND MARINE CORPS RESERVE CENTER 9955 POMERADO ROAD SAN DIEGO CA 92131-5001	(619) 537-8040*
TUCSON UIC: 62107	NAVAL AND MARINE CORPS RESERVE CENTER 3655 SOUTH WILMOT ROAD TUCSON AZ 85730-3259	(520) 228-6274*

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NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
 2000 WEST MARINE VIEW DRIVE BUILDING 2102
 EVERETT WA 98207-2600
 UIC: 68328

ALAMEDA UIC: 62116	NAVAL AND MARINE CORPS RESERVE CENTER 2144 CLEMENT AVENUE ALAMEDA CA 94501-1486	(510) 814-2605*
ANCHORAGE UIC: 66135	NAVAL RESERVE CENTER BUILDING 733 - FORT RICHARDSON ANCHORAGE AK 99505-0000	(907) 384-6493*
BANGOR UIC: 63533	NAVAL RESERVE CENTER BUILDING 1050 TRIDENT BOULEVARD NAVAL SUBMARINE BASE BANGOR SILVERDALE WA 98315-8315	(360) 315-3004*
BILLINGS UIC: 62138	NAVAL AND MARINE CORPS RESERVE CENTER 8TH AVENUE NORTH AND 22ND STREET BILLINGS MT 59101-0398	(406) 248-2091*
BOISE UIC: 62139	NAVAL AND MARINE CORPS RESERVE CENTER 4087 WEST HARVARD AVENUE BOISE ID 83705-6507	(208) 422-6289*
CENTRAL POINT UIC: 63543	NAVAL RESERVE CENTER 3070 ROSS LANE CENTRAL POINT OR 97502-1399	(541) 772-7633*
EUGENE UIC: 62298	NAVAL AND MARINE CORPS RESERVE CENTER 1520 WEST 13TH AVENUE EUGENE OR 97402-3899	(541) 342-1887*
EVERETT UIC: 62144	NAVAL RESERVE CENTER 2220 WEST MARINE VIEW DRIVE BUILDING 2106 EVERETT WA 98201-2600	(425) 304-4764*
POCATELLO UIC: 63550	NAVAL RESERVE FACILITY 611 WEST QUINN ROAD POCATELLO ID 83202-1954	(208) 238-0491*
PORTLAND UIC: 62145	NAVAL AND MARINE CORPS RESERVE CENTER 6735 NORTH BASIN AVENUE PORTLAND OR 97217-3993	(503) 285-4566*

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RENO	NAVAL AND MARINE CORP	(702) 972-5600*
UIC: 62127	RESERVE CENTER 4601 COCOA AVENUE RENO NV 89506-1298	
SACRAMENTO	NAVAL AND MARINE CORPS	(916) 387-7100*
UIC: 62119	RESERVE CENTER 8277 ELDER CREEK ROAD SACRAMENTO CA 95828-1799	
SALT LAKE CITY	NAVAL AND MARINE CORPS	(801) 584-4202*
UIC: 62126	RESERVE CENTER 116 POLLOCK ROAD SALT LAKE CITY UT 84113-5010	
SAN BRUNO	NAVAL AND MARINE CORPS	(415) 244-1701*
UIC: 68318	RESERVE CENTER 900 COMMODORE DRIVE BUILDING 1 SAN BRUNO CA 94066-0727	
SAN JOSE	NAVAL AND MARINE CORPS	(408) 294-3070*
UIC: 62128	RESERVE CENTER 995 EAST MISSION STREET SAN JOSE CA 95112-1699	
SEATTLE	NAVAL RESERVE CENTER	(425) 623-6970*
UIC: 62134	860 TERRY AVENUE NORTH SEATTLE WA 98109-4391	
SPOKANE	NAVAL AND MARINE CORPS	(509) 327-3346*
UIC: 62146	RESERVE CENTER NUMBER 5101 ASSEMBLY STREET SPOKANE WA 99205-6199	
TACOMA	NAVAL AND MARINE CORPS	(206) 383-3577*
UIC: 62135	RESERVE CENTER 1100 ALEXANDER AVENUE TACOMA WA 98421-4198	

NOTE 1: Reserve Centers in Missoula and Great Falls closed in April 1998 and combined into one Reserve Center in Helena, Montana;

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COMMANDER
DESTROYER SQUADRON ONE
FPO AP 96601-4731
BUILDING 55
NAVAL STATION
SAN DIEGO CA 92136
COMMERCIAL (619) 556-4984 DSN PREFIX 526-4984

* NAVAL RESERVE FORCE (NRF)

USS WADSWORTH (FFG 9)* (619) 556-4142
FPO AP 96683-1467 QD: 4170
UIC: 21033

USS GEORGE PHILIP (FFG 12)* (619) 556-4085
FPO AP 96675-1470 QD: 4084
UIC: 20965

USS JOHN A. MOORE (FFG 19)* (619) 556-3837
FPO AP 96672-1475 QD: 3836
UIC: 20972

USS SIDES (FFG 14)* (619) 556-4668
FPO AP 96678-1472 QD: 4673
UIC: 20967

USS CURTIS (FFG 38) (619) 556-3896
FPO AP 96662-1493 QD: 3894
UIC: 21105

COMMANDER
DESTROYER SQUADRON SIX
BUILDING 10
NAVAL STATION
PASCAGOULA MS 39567-4731

USS CLARK (FFG 11) (804) 444-1003
FPO AE 09566-1469 QD: 445-6029

USS ESTOCIN (FFG 15) (804) 444-3111
FPO AE 09569-1473 QD: 444-3131

USS SAMUAL E. MORISON (FFG 13) (904) 270-7912
FPO AA 34092-1471 QD: 270-6540

USS STEVEN W. GROVES (FFG 29) (601) 761-2161
FPO AA 34091-1485 QD: 761-2155

NOTE : QD means Quarterdeck.

APPENDIX C

NAVY PROFESSIONAL READING LIST

BASICTITLE

All Quiet on the Western Front
 American Caesar: Douglas MacArthur 1880-1964
 Brief History of Time: From the Big Bang to
 Black Holes
 Command of the Seas: A Personal Story
 Everything We Had: An Oral of the Vietnam War
 Flight of the Intruder
 Hunt for Red October
 In Love and War

 In Search of Excellence
 On Watch
 Red Badge of Courage
 Red Storm Rising
 Run Silent, Run Deep
 The Caine Mutiny
 The Cruel Sea
 The Killer Angels
 The Right Stuff
 The Russians
 The Sand Pebbles
 The Source
 The United States Navy: A Two Hundred Year
 History
 Two-Ocean War
 War and Remembrance
 Winds of War

AUTHOR

Erich M. Remarque
 William Manchester
 Stephen M. Hawking

 John F. Lehman
 Al Santoli, ed.
 Steven Coontz
 Tom Clancy
 James B. and
 Sybil Stockdale
 Thomas J. Peters
 Elmo Zumwalt
 Stephen Crane
 Tom Clancy
 Edward L. Beach
 Herman Wouk
 Nicholas Monsarrat
 Michael Shaara
 Tom Wolfe
 Hedrick Smith
 Richard McKenna
 James A. Michener
 Edward L. Beach

 Samuel E. Morison
 Herman Wouk
 Herman Wouk

INTERMEDIATE

A Bright Shining Lie: John Paul Vann and
 American in Vietnam
 Admiral Arleigh Burke: A Biography
 Dawn We Slept: Untold Story of Pearl Harbor
 Assignment - Pentagon
 Bull Halsey: A Biography
 Commander in Chief: Franklin Delano
 Roosevelt: His Lieutenants and Their War
 Chrysanthemum and the Sword: Patterns of
 Japanese Culture
 Eagle Against the Sun: An American War with
 Japan
 Eisenhower: At War, 1943-1945
 Fate Is the Hunter
 First to Fight: An Inside View of the
 U.S. Marine Corp
 From Hiroshima to Glasnost
 Kaizen: The Key to Japan's Competitive Success
 Makers of Modern Strategy
 Master of Seapower: A Biography of Fleet
 Admiral
 Miracle at Midway
 Modern Times: The World From the Twenties to
 the Eighties

Neil Sheehan

 E.B. Potter
 Gordon W. Prange
 Perry M. Smith
 E.B. Potter
 Eric Larrabee

 Ruth Benedict

 Ronald H. Spector

 David Eisenhower
 Ernest K. Gann
 Victor H. Krulak

 Paul Nitze
 Masaaki Imai
 Peter Paret
 Thomas Buell
 Ernest J. King
 Gordon W. Prange
 Paul Johnson

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TITLE

Mountbatten
 Nelson, The Biography
 Nimitz
 Out of the Crisis
 Presidential Management of National Security
 The Deming Management
 System, The Guns of August
 The Maritime Strategy, Geopolitics 'and the
 Defense of the West
 The Mask of Command
 The Pentagon and the Art of War
 The Quiet Warrior
 Today's Isms: Communism, Fascism,
 Capitalism, Socialism
 Sea Power: A Navy History

Silent Victory: The U.S. Submarine War
 Against Japan
 The American Way of War
 The Atlantic Campaign: World War II's
 Great Struggle at Sea
 The Future of Sea Power
 The KGB Today: The Hidden Land
 The Face of Battle
 The Last Lion: Visions of Glory, 1874-1932
 The Last Lion: Alone 1932-40
 The Price of Admiralty
 The Rise of American Naval Forces,
 1776-1918
 The Rivals: American and Russia Since W II
 The Second World War
 The U.S. and the Origins of the Cold War
 Vietnam: A History

AUTHOR

Philip Ziegler
 David Walder
 E. B. Potter
 W. Edwards Deming
 Carries Lord
 Mary Walton
 Barbara W. Tuchman
 Colin S. West

John Keegan
 Edward N. Luttwak
 Thomas Buell
 William Ebenstein and
 Edwin Fogelman
 E.B Potter and
 Chester Nimitz
 Blair, Clay,
 Lippencott
 Russell F. Weigley
 Dan Van Der Vat

Eric J. Grove
 John Barron
 John Keegan
 William Manchester
 William Manchester
 John Keegan
 Harold Sprout
 Margaret Sprout
 Adam B. Ulam
 John Keegan
 John L. Gaddis
 Stanley Karnow

ADVANCED

America at Century's End
 Cold Dawn: The Story of Salt
 Democracy in America
 Deterrence in American Foreign Policy:
 Theory and Practice
 Fleet Tactics: Theory and Practice
 From Beirut to Jerusalem
 How Democracies Perish
 Man, the State and War: A Theoretical Analysis
 Military Strategy: A Naval Theory of Power
 Control
 Origins of the Maritime Strategy: American
 Naval Strategy in the First Postwar Decade
 On War, Carl Von Clausewitz, Power and Change:
 The Administrative History of the Office of the
 CNO
 Seapower and Strategy

 Some Principles of Maritime Strategy
 Strategy for Defeat: Vietnam in Retrospect
 Strategy: The Logic of War and Peace
 The Art of War

James R. Schlesinger
 John Newhouse
 Alexis de Toqueville
 Alexander George

Wayne P. Hughes
 Thomas L. Friedman
 Jean-Francois Revel
 Kenneth N. Waltz
 Joseph C. Wylie

Michael A. Palmer

Thomas C. Home

Colin S. Grat and
 Roger Barnett
 Julian S. Corbett
 U.S. Grant Sharp
 Edward N. Luttwak
 Sun Tzu

TITLE

The Geopolitics of Superpowers
The Influence of Sea Power Upon History
The Soldier and the State: The Theory and
Politics of Civil-Military Relations
The White House Years
The U. S. Navy: The View from the Mid-1990's
The Ultra Secret
U.S. Defense Policy in an Era of Constrained
Resources
Resources War and Politics

AUTHOR

Colin S. Gray
Alfred T. Mahan
Samuel P. Huntington

Henry Kissinger
James L. George
F.W. Winterbotham
Robert L. Pfaltzgraff,
Richard H. Shultz, Jr.
Bernard Brodie

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APPENDIX D

GLOSSARY

3M MAINTENANCE AND MATERIAL MANAGEMENT
ACU ASSAULT CRAFT UNIT
AD ACTIVE DUTY
ADM ADMIRAL
ADSW ACTIVE DUTY FOR SPECIAL WORK
ADT ACTIVE DUTY TRAINING
AFBA ARMED FORCES BENEFIT ASSOCIATION
APC ACTIVITY PROCESSING CODE
AQD ADDITIONAL QUALIFICATION DESIGNATION
ARPR ANNUAL RETIREMENT POINT RECORD
AT ANNUAL TRAINING
BAQ BASIC ALLOWANCE FOR QUARTERS
BAS BASIC ALLOWANCE FOR SUBSISTENCE
BOQ BACHELOR OFFICER QUARTERS
BUPERSINST BUREAU OF NAVAL PERSONNEL INSTRUCTION
MILPERSMAN MILITARY PERSONNEL MANUAL
C3 COMMAND, CONTROL, AND COMMUNICATIONS
CAPT CAPTAIN
CS COMBAT SYSTEMS
CDP COURSE DATA PROCESSING
CDR COMMANDER
CHB CARGO HANDLING BATTALION
CHENG CHIEF ENGINEER
CIC COMBAT INFORMATION CENTER
CICWO COMBAT INFORMATION CENTER WATCH OFFICER
CIN COURSE IDENTIFICATION NUMBER
CLCVN CLASS CONVENING
CMS COMSEC MATERIAL SYSTEM
CNO CHIEF OF NAVAL OPERATIONS
COMNAVPERSCOM COMMANDER NAVAL PERSONNEL COMMAND
COMNAVRESFOR COMMANDER NAVAL RESERVE FORCE
COMNAVSURFRESFOR COMMANDER NAVAL SURFACE RESERVE FORCE
CNET CHIEF OF NAVAL EDUCATION AND TRAINING
CNT CERTIFIED NAVAL TWILL
CO COMMANDING OFFICER
COI COURSE OF INSTRUCTION
COMNAVRESFOR COMMANDER NAVAL RESERVE FORCE
COMNAVRESFORINST COMMANDER NAVAL RESERVE FORCE INSTRUCTION
COMNAVSURFRESFOR COMMANDER NAVAL SURFACE RESERVE FORCE
COMNAVSURFRESFORINST COMMANDER NAVAL SURFACE RESERVE FORCE INSTRUCTION
COMSC COMMANDER MILITARY SEALIFT COMMAND
COMSCLANT COMMANDER MILITARY SEALIFT COMMAND ATLANTIC
COMSCPAC COMMANDER MILITARY SEALIFT COMMAND PACIFIC
CONUS CONTINENTAL UNITED STATES
COOP CRAFT OF OPPORTUNITY
CPO CHIEF PETTY OFFICER
CSP CAREER SEA PAY
CWO CHIEF WARRANT OFFICER
CY CALENDAR YEAR
DC DAMAGE CONTROL
DCO DIRECT COMMISSION OFFICER
DCOI DIRECT COMMISSION OFFICER INDOCTRINATION
DCS DEFENSE COMMUNICATIONS SYSTEM
DD DEPARTMENT OF DEFENSE
DEERS DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM
DFAS DEFENSE FINANCE AND ACCOUNTING SERVICE

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DoD	DEPARTMENT OF DEFENSE
DoDPM	DEPARTMENT OF DEFENSE PAY MANUAL
DON	DEPARTMENT OF NAVY
DSN	DEFENSE SWITCHED NETWORK
EDA	ESTIMATED DATE OF ARRIVAL
EIT	ENGINEER IN TRAINING
ENS	ENSIGN
ENTNAC	ENTRANCE NATIONAL AGENCY CHECK
EO	END OF OBLIGATION
EOOW	ENGINEERING OFFICER OF THE WATCH
EUSC	EFFECTIVE UNITED STATES CONTROL
FCTCP	FLEET COMBAT TRAINING CENTER PACIFIC
FITCPAC	FLEET INTELLIGENCE TRAINING CENTER PACIFIC
FITREP	FITNESS REPORT
FLEASWTRACENLANT	FLEET ANTI-SUBMARINE WARFARE TRAINING CENTER ATLANTIC
FLEMINEWARTRACEN	FLEET MINE WARFARE TRAINING CENTER
FOD	FOREIGN OBJECT DAMAGE
FTS	FULL TIME SUPPORT
FY	FISCAL YEAR
GTR	GOVERNMENT TRANSPORTATION REQUEST
HIV	HUMAN IMMUNODEFICIENCY VIRUS
IAW	INACCORDANCE WITH
IDT	INACTIVE DUTY TRAINING
IDTT	INACTIVE DUTY TRAINING TRAVEL
IPA	INACTIVE DUTY TRAINING PARTICIPATION AUTHORIZATION
IRR	INDIVIDUAL READY RESERVE
ISL	INACTIVE STATUS LIST
JFTR	JOINT FEDERAL TRAVEL REGULATIONS
LT	LIEUTENANT
LCDR	LIEUTENANT COMMANDER
LTJG	LIEUTENANT JUNIOR GRADE
MAG	MOST ADVANTAGEOUS TO THE GOVERNMENT
MALT	MILEAGE ALLOWANCE IN LIEU OF TRANSPORTATION
MANMED	MANUAL OF THE MEDICAL DEPARTMENT
MARAD	MARITIME ADMINISTRATION
MDR	MEDICAL DEPARTMENT REPRESENTATIVE
MDZ	MARITIME DEFENSE ZONE
MIUW	MOBILE INSHORE UNDERSEA WARFARE
MLSF	MOBILE LOGISTICS SUPPORT FORCE
MMIRRG	MERCHANT MARINE INDIVIDUAL READY RESERVE GROUP
MMR	MERCHANT MARINE RESERVE
MMROCH	MERCHANT MARINE RESERVE OPERATIONAL COMMAND HEADQUARTERS
MMTRNU	MERCHANT MARINE TRAINING UNIT
MPA	MAIN PROPULSION ASSISTANT
MPDS	MESSAGE PROCESSING AND DISTRIBUTION SYSTEM
MSC	MILITARY SEALIFT COMMAND
MSO	MILITARY SERVICE OBLIGATION
MTF	MEDICAL TREATMENT FACILITY
MV	MOTOR VESSEL
MWR	MORALE WELFARE AND RECREATION
NAC	NATIONAL AGENCY CHECK
NAVAVSCOLSCOM	NAVAL AVIATION SCHOOLS COMMAND
NAVCOMPT	NAVAL COMPTROLLER
NAVCRUIT	NAVAL RECRUITING
NAVEDTRA	NAVAL EDUCATION AND TRAINING
NAVMED	NAVAL MEDICAL
NAVMILPERSCOMINST	NAVAL MILITARY PERSONNEL COMMAND INSTRUCTION

NAVPERS	NAVAL PERSONNEL
NAVPERSCOM	NAVAL PERSONNEL COMMAND
NAVPHIBSCOL	NAVAL AMPHIBIOUS SCHOOL
NAVPTO	NAVY PASSENGER TRANSPORTATION OFFICE
NAVRESPERSCEN	NAVAL RESERVE PERSONNEL CENTER
NAVRESCEN	NAVAL RESERVE CENTER
NAVRESREDCOM	NAVAL RESERVE READINESS COMMAND
NAVSHIPYD	NAVAL SHIPYARD
NAVSURFRES	NAVAL SURFACE RESERVE
NAVTECHTRACEN	NAVAL TECHNICAL TRAINING CENTER
NAVTRANSMGTSCOL	NAVAL TRANSPORTATION MANAGEMENT SCHOOL
NCESGR	NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE
NCOS	NAVAL CONTROL OF SHIPPING
NCSO	NAVAL CONTROL OF SHIPPING OFFICE
NCTS	NAVAL COMPUTER AND TELECOMMUNICATIONS SYSTEM
NEAT	NAVAL EMBARKED ADVISORY TEAM
NEETS	NAVY ELECTRICITY AND ELECTRONICS TRAINING SERIES
NEOPS	NAVY ENLISTED/OFFICER PARTICIPATION SYSTEM
NETC	NAVAL EDUCATION AND TRAINING CENTER
NETPDTC	NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
NETPMSA	NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY
NITRAS	NAVY INTEGRATED TRAINING RESOURCES AND ADMINISTRATION SYSTEM
NLO	NAVAL LIAISON OFFICER
NMITC	NAVY AND MARINE CORPS INTELLIGENCE TRAINING CENTER
NOBC	NAVY OFFICER BILLET CLASSIFICATION
NOE	NOTIFICATION OF ELIGIBILITY
NR	NAVAL RESERVE
NRA	NAVAL RESERVE ASSOCIATION
NRCHTB	NAVAL RESERVE CARGO HANDLING TRAINING BATTALION
NRF	NAVAL RESERVE FORCE
NRMTF	NAVAL RESERVE MAINTENANCE TRAINING FACILITY
NAVRESPERSCEN	NAVAL RESERVE PERSONNEL CENTER
NRQQ	NAVAL RESERVE QUALIFICATION QUESTIONNAIRE
NTP	NAVY TRAINING PLAN
NWC	NAVAL WAR COLLEGE
OIC	OFFICER-IN-CHARGE
OOD	OFFICER OF THE DECK
OOD U/W	OFFICER OF THE DECK UNDERWAY
OPNAV	CHIEF OF NAVAL OPERATIONS
OPNAVINST	CHIEF OF NAVAL OPERATIONS INSTRUCTION
OSGLI	OFFICE OF SERVICEMEN GROUP LIFE INSURANCE
OUTCONUS	OUTSIDE CONTINENTAL UNITED STATES
OYR	ONE YEAR RECALL
PAYCAT	PAY CATEGORY
PE	PROFESSIONAL ENGINEER
PEBD	PAY ENTRY BASE DATE
PO1	PETTY OFFICER FIRST CLASS
PO2	PETTY OFFICER SECOND CLASS
PO3	PETTY OFFICER THIRD CLASS
POC	POINT OF CONTACT
POV	PRIVATELY OWNED VEHICLE
PQS	PERSONNEL QUALIFICATION STANDARD
PRT	PHYSICAL READINESS TEST
PERSUPPACT	PERSONNEL SUPPORT ACTIVITY
PERSUPPDET	PERSONNEL SUPPORT DETACHMENT

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RADM REAR ADMIRAL
RBTR RESERVE BILLET TRAINING REQUIREMENT
RC RESERVE COMPONENT
ROA RESERVE OFFICERS ASSOCIATION
RPN RESERVE PERSONNEL NAVY
RRF READY RESERVE FORCE
RSTARS RESERVE STANDARD TRAINING ADMINISTRATION AND READINESS SUPPORT
RUIC RESERVE UNIT IDENTIFICATION CODE
SBU SPECIAL BOAT UNIT
SCT SHIPPING CONTROL TEAM
SDN STANDARD DOCUMENT NUMBER
SECNAV SECRETARY OF NAVY
SECNAVINST SECRETARY OF NAVY INSTRUCTION
SELRES SELECTED RESERVE
SF STANDARD FORM
SGLI SERVICEMAN GROUP LIFE INSURANCE
SHIP SEAFARERS HEALTH IMPROVEMENT PROGRAM
SIMA SHORE INTERMEDIATE MAINTENANCE ACTIVITY
SIP STUDENT INCENTIVE PAYMENT
SLOC SEA LINES OF COMMUNICATION
SOC SERVICE OBLIGATION CONTACT
SORM STANDARD ORGANIZATION AND REGULATION MANUAL
SSN SOCIAL SECURITY NUMBER
STCW STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING
STREAM STANDARD TENSIONED REPLENISHMENT ALONGSIDE METHODS
STS SURFACE TRAINING SERIES
SUPSHIP SUPERVISOR OF SHIPBUILDING CONVERSION AND REPAIR
SWO SENIOR WATCH OFFICER
SWO SURFACE WARFARE OFFICER
SWOSCOLCOM SURFACE WARFARE OFFICER SCHOOL COMMAND
TAR TRAINING AND ADMINISTRATION OF RESERVE
TAD TEMPORARY ADDITIONAL DUTY
TRANSOM TRANSPORTATION COMMAND
TSA TRAINING AND SERVICE AGREEMENT
UIC UNIT IDENTIFICATION CODE
UPS UNITED PARCEL SERVICE
USA UNITED STATES ARMY
USAA UNITED STATES AUTOMOBILE ASSOCIATION
USAF UNITED STATES AIR FORCE
USC UNITED STATES CODE
USCG UNITED STATES COAST GUARD
USMMA UNITED STATES MERCHANT MARINE ACADEMY
USMC UNITED STATES MARINE CORP
USN UNITED STATES NAVY
USNI UNITED STATES NAVAL INSTITUTE
USNR UNITED STATES NAVAL RESERVE
USNR-R UNITED STATES NAVAL RESERVE - READY RESERVE
USNR-RET UNITED STATES NAVAL RESERVE - RETIRED RESERVE
USNR-S1 UNITED STATES NAVAL RESERVE - STANDBY RESERVE (ACTIVE)
USNR-S2 UNITED STATES NAVAL RESERVE - STANDBY RESERVE (INACTIVE)
VADM VICE ADMIRAL
VGLI VETERANS GROUP LIFE INSURANCE
VTU VOLUNTARY TRAINING UNIT
XO EXECUTIVE OFFICER

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APPENDIX E

FORMS AVAILABILITY

1. Unless otherwise noted by an " * ", all forms listed below are available for issue through the Navy Supply System using requisitioning procedures in NAVSUP P2002, Navy Stock List of Publications and Forms:

<u>Form Number</u>	<u>Title</u>
DD 1853, Aug 94 (Rev. 8-94)	Verification of Reserve Status for Travel Eligibility S/N 0102-LF-019-2400
NAVPERS 1070/10 (Rev. 3-93)	Officer Photograph Submission Sheet S/N 0106-LF-010-7059
NAVPERS 1331/5 (Rev. 1-80)	Application for Recall to Extended Active Duty S/N 0106-LF-013-3127
NAVRES 5215/4 (Rev. 2-86)	Cross Reference (Locator) Sheet *Stocked by COMNAVRESFOR (N01A1C), New Orleans, LA
NAVSURFRES 1534/1 (Rev. 5-97)	Maritime Administration Service Obligation Compliance Report and Merchant Marine Reserve, U. S. Naval Reserve (USNR), Annual Report *Stocked by COMNAVSURFRESFOR (N14), New Orleans, LA
NAVSURFRES 1570/13 (Rev. 10-96)	IDT Participation Authorization (IPA) *Stocked by COMNAVSURFRESFOR (N14), New Orleans, LA